TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

Sub: Order Letter

Dear **[name]**,

I’d like to order **[mention the orders in a table]**. The reference numbers are from your **[year]** catalogue. Please include a catalogue with my order.

I want this order to ship COD complete. If you cannot send the complete order within **[days]**, please inform me immediately. I can be contacted at **[phone number]**.

Thank you

**[Name]**

**[Designation]**