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 was very happy to know that your purchase order with a case number was referred to my office by **[mention office name]**.I must state that you made a good choice about the **[write item name]**.However to ensure its consistency, local representation, and the steadiness of the service, we only sell our goods through selected sellers.

Please take the local dealer’s name and address in your area: **[give information of the dealer]**.

Your order has been referred to their office.

Please feel free to contact us. Thank you for your support.

Sincerely,

**[Name]**