TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Order Placement

Dear Mr. / Mrs. **[Name of the reader]**

This letter is with reference to the meeting that took place when we visited your factory to purchase a school uniform for our school.

We are glad to inform you that we would like to order 200 uniforms which include 80 small sized, 75 medium sized and 45 large sized for our students. We will appreciate it if the order can be delivered to our address at the latest **[insert the date]**. Please note that 100 % of the payment will be made after the delivery. If the order is not made on the said date, then please consider it to be canceled. The price of a uniform is $ **[insert amount]** as it was agreed during the meeting.

Please, review the letter and if you have any objections or any recommendations or suggestion, please contact me. We hope for long-term cooperation with you.

Sincerely,

**[Insert your name]**

ANCY LIJO