TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Order Letter

Dear Ms. Brennan,

This is with reference to a quotation we requested from your company of stationary for Brookfield school dated 12th July 20XX. We would like to place an order for exercise books branded with our school logo.

We hereby order 10,000 ruled exercise books of 200 pages each, 5,000 4 Quire ruled books, 1,000 90 pages graph books and 500 square 180 pages books. We would appreciate it if you delivered these items to our school store at 9905 Andover Ave by the latest 1st August 20XX so that we can make the proper arrangements when school resumes in September.

We will make the payment in cash on delivery. If we don’t receive the order by 2nd August 20XX, kindly consider it canceled. Please also provide tracking information to our email address for follow-up at Brookfield@sch.com.

We hope that you treat this order with urgency as we need this stationery as soon as possible. Thank you.

Yours Faithfully,

Minh Parrish