TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Order Letter

Greetings, Ms. Flounder,

Order for Indoor Grill Machines

A total of 22 indoor grill machines (Model #373837), all in silver, is what we’re looking to buy. If you could, please charge this purchase to our pre-existing account with you. We expect to receive this order by Sunday, January 1st, 20XX, at the latest.

Please confirm that you have received this order by contacting us on 32321355 at any time during business hours to confirm receipt. Thank you so much for your help.

Damon Salvatore,

Salvatore Brothers Kitchen.