TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

Sub: Letter for order

Dear Ms. Hutchinson:

Thank you for sending your catalog so promptly. It arrived within a few days of my request. Please send me the following items by parcel post :

1 copy Emmet and Mullen, $7.50

1 High School Algebra $ 7.50

25 copies Pinehurst, Plane Geometry @ $8.75 $ 218.75

Total $ 233.75

I am enclosing a money order for 233.75. If there are additional charges, please let me know.

If there are additional charges, please let me know. Please mail the books to the address given above.

Very truly yours,

Brandon Michael