TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

Sub: Order letter

Dear Ms./Mr./Mrs. **[Name]**:

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. **[Item 1 and Quantity ] [Price] [Sub Total Amount of Money]**
2. **[Item 1 and Quantity ] [Price] [Sub Total Amount of Money]**
3. **[Item 1 and Quantity ] [Price] [Sub Total Amount of Money]**

Total **[Total Amount of Money and Currency]**

I am enclosing a money order for **[Total Amount of Money and Currency]**. If there are additional charges, please let me know. Please mail the books to the address given above.

Very truly yours,

**[Your Name]**