TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

Sub: Execution of order

Dear Sir,

We have the pleasure to state that we have dispatched your ordered paints by our Motor van today as per your specification given in the letter dated September 1, 20XX

From the Invoice enclosed, you will find that amount due to us Tk. 70,000 (seventy Thousand only) and terms of our contract remain as 5/10, Net 30.

We thank you for this order and hope it will meet your satisfaction. We always assure you of our best services and co-operation.

With best regards

Yours faithfully