TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

Sub: Order Letter

Dear sir,

We are pleased to inform you that we have dispatched your Ordered 500 TV sets as per your specifications. Those TV sets have been manufactured with the best technology and delivered through Karnaphuli express Train having special packaging. We hope our product will meet your satisfaction.

As the credit terms are 2/20, net 40, we will appreciate proper remittance from you. For your convenience, we have sent the Invoice and Railway Receipt (RR) through the standard chartered Bank, Station Road Branch, Chittagong. You can receive such documents from Standard Chartered Bank, Head office, Dhaka.

We thank you for this order and hope to be benefited from your further order-in consideration of the quality of our product, please confirm the arrival of goods sharply.

We always assure you of our best services and cooperation.

Yours faithfully,

Prober Roy

Sales Manager

Star Trading co Ltd.