June 16, 20XX

Ms. Fely S. Herrera  
Purchasing Manager  
CesFe Marketing Corporation

Dear Ms. Herrera:

I am writing to formally place an order for 550 pcs of assorted sling bag as advertised to Daily Fashion Magazine issued this month. The catalog number is 8364-83748-JC.  Also, include your latest catalog with the order.

According to your advertisement, The 550 pcs of assorted sling bag is only Php15, 000.00 with free shipping delivery charge. A check in this amount is enclosed and send the confirmation of receipt of this check at my email address at jc\_mer@sisme.com. Please ship my order to our receiving center at:

JCMER Building  
St. John Subd.  
Pilar City

If there are any additional fees, please let me know and I will work out the payment details with you.

Thank you very much and more power!

Sincerely,

Jcmer  Navarro

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April 27, 2005

Ms. Lorna T. Santos  
Purchaser  
ETL Shoelines  
Marikina City

Dear Ms. Santos:

This is with reference to our meeting on April 25, 2005 when we visited your factory in connection with our order of school black shoes.

We are pleased to place an order of 5500 pairs of black shoes in assorted sizes and designs. We very much appreciate if the order is delivered at the our stock house located at Sta Mesa Village,  Quezon City by May 5, 2005 so that we can start selling it to the children before the start of classes.

Payment will be on COD (cash on delivery) basis. If the order is not deliver on due, consider it as cancelled.

We hope to have a long business relationship with you.

Please feel free to contact the undersigned for any clarifications or discrepancy in the order details.

Sincerely yours,

Celeste S. Herrera

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August 5, 2010

Ms. Jenny R. Santiago  
#485 Santis Ville  
Malabon City

Dear Ms. Santiago:

I would like to order 10 pcs of Samsung Galaxy as advertised in your Household Magazine of July issue.  I hope that this cellphone is still available and still on promo.

I will appreciate if you will send me these items as soon as possible in my store. Please charge this purchase to my account.

Thank you and more power.

Sincerely yours,

Miguel L. Tan  
Store Manager

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December 8, 2003

Ms. Loida D. Sandiego  
Purchaser  
Unilever Incorporated  
Pasig City

Dear Ms. Sandiego:

Good day!

My secretary calls to your office last Friday and placed order for the following items:

* 9 boxes of Assorted Cologne
* 10 boxes of Assorted Tooth Paste
* 12 boxes of Assorted Palmolive Shampoo
* 24 boxes of Assorted Bar Soaps
* 15 boxes of Assorted Lotion

In this regard, I would like to delivers these items before December 15 since I already deposit my down payment to your account.

Thanks and more power.

Very truly yours,

Rosalie G. Firdia

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January 12, 2003

Ms. Jamelyn D. Mendoza  
UEN Enterprising  
Quezon City

Dear Ms. Mendoza:

This letter is serves as confirmation of our orders last January 11 with invoice no. 48215.

Here is the list of these merchandises:

* 115 pcs of large white polo shirt with item #A1251
* 200 pcs of medium ivory shirt with item #NH451
* 120 pcs of small red polo shirt with item #OJ582
* 150 pcs of extra large cream shirt with item #J5218
* 180 pcs of large matter shirt with item #PR215

I hope I will receive the above merchandise the soonest time possible. I already send my payment via Western Union.

Best Regards,

Merecel D. Santos  
Purchasing Manager

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October 19, 2008

Ms. Leah D. Garcia  
JCMer Cakes and Pastries  
Del Rosario Subd.  
Pilar, Bataan

Dear Ms. Garcia:

This letter is to confirm my order placed by phone by my purchaser this morning for the following item:

50 pcs. banana cupcakes  
100 pcs. pandan cakes  
150 pcs. chocolate cupcakes  
200 pcs. ube cupcakes

Please deliver the above items to the address below on October 25, 2008.  
Blk 10 Lot 12 Santis Subd  
Abucay, Bataan

I will send payment as soon as I received these items. Thanks for usual cooperation.

Sincerely yours,

Merecel L. Navarro

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March 30, 2000

Ms. Jennifer D. Uy  
Purchaser  
JCcel Enterprise  
Malate Manila

Dear Ms. Uy:

Good day!

This letter is about our recent meeting last March 25, 2000 when we visited your store in connection with purchase of notebooks for our school.

We are pleased to place an order of 5,000 pcs. Notebooks with item number of #1251 that to be used by our student this school year.

We would appreciate if the order is delivered at our school next month so that we can start selling it to out students during enrollment.

As we both agreed we will pay 50% of total price upon delivery and the remaining balance will be on one month pay basis with 30% discount.

We hope to receive these notebooks at the earliest possible time. Please feel free to contact the undersigned for any clarifications in the order details.

Sincerely yours,

Ms. Eliza R. Bunagan  
Financial Accountant

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May 12, 2003

Mr. Juan Macalinao  
San Pablo, Laguna

Dear Mr. Macalinao:

This is an order for the merchandise described below:

* 6 pcs. of AOC i2267Fw Black & Silver 21.5″ 5ms Widescreen LED Backlight LCD Monitor IPS
* 2 pcs. of HP ProDesk 400 G1 Desktop PC – Intel Core i7-4790 3.60GHz, 8GB DDR3 Memory, 1TB HDD, DVDRW, Windows 7/8.1 Pro 64-bit
* 4 pcs. of HP ProBook 450 Core i7, 8GB DDR3, 1TB HDD, 15.6″ Laptop

Please ship the above merchandise as soon as possible. Our payment term will be standard 3%10/Net 30. I expected to receive these merchandise on or before May 15, 2003

Thank you for your prompt handling of this order.

Very truly yours,

Melissa R. de Leon

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October 11, 2001

Ms. Josephina Foronda  
AVL Enterprise  
Makati City

Dear Ms. Foronda:

Good day!

This letter is serve as an acknowledge receipt of you letter of October 9 in which you cancel your purchase order number 25148.

For this cancellation, I am very sorry for the misunderstanding and have taken necessary action regarding this matter to ensure that a problem does not occur again.

Please accept our sincere apology regarding this matter. Your satisfaction is one of our primary concern.

Sincerely yours,

Christine D. Velosa

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September 14, 2009

Ms. Cynthia L. Agbu  
Purchaser  
Pilar Enterprising  
Pilar City

Dear Ms. Agbu:

I am writing to confirm my order placed by telephone this afternoon for the following items:

4 pcs of Big Student Backpack  
5 pcs of Spring Break Backpack  
3 pcs of Fox Hole Backpack  
8 pcs of Agave Backpack

Please send the above items as soon as possible. I will send my payment as soon as I received these items.

Thanks for usual cooperation.

Sincerely yours,

Michelle L. Cruz

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November 16, 2009

Mrs. Rowena L. Santiago  
JC Merchandising Inc.  
Lot 1, Blk 12 Villaflor Subd.  
Sunshine St. Quezon City

Dear Mrs. Santiago:

I see your products on your Facebook page,  please kindly send me the following items:

* 4 pcs. of  brown Michael Kors Card Case
* 5 pcs. of Rebecca Minkoff Crossbody  with Gold Tone Hardware
* 2 pcs. of Michael Kors Shoulder Bag
* 3 pcs. of Marc Jacobs Crossbody

We will be having our product display on December 16 so I expected to arrive the above items on December 1. I already send my payment via Western Union with an amount of $8,585 including the shipping fees.

I just hope that item will be good condition and no damage.  Thanks and more power.

Sincerely yours,

Lethirna D. Wyles

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September 11, 2000

Ms. Olive Castro  
ARG Manufacturing  
Rosaville Subdivision  
Quezon City

Dear Ms. Castro:

This is in connection with our meeting yesterday, September 10, 2000 when we visited your factory with purchase of school bag for children.

We are pleased to place an order for 250 pcs. of Dora bag and 250 pcs. of sponge bag.  We would appreciate if the order is delivered at the address given below latest by September 25 so that we can start selling it to the children before the onset of Christmas Season.

Ms. Maricel Navarro  
JCMER Enterprise  
Juan Luna St. Paranaque City

The following are the terms and conditions of the purchase order:

1. Order of 250 pcs of Dora bag with item number of 458712DB.
2. Order of 250 pcs of Sponge Bob Bag with item number of 986148SPB.
3. Delivery will be made at the address mentioned above.
4. The order should be delivered on September 25, 2000.
5. The payment will be on the Cash Upon Delivery Basis (payment will be made on delivery)
6. If the order in not delivered by the due date, the order should considered cancelled
7. The price per pcs, as mutually agreed is Php 350.00 inclusive of all taxes.

We hope that we will have long business relationship in the future.  
Please don’t hesitate to contact the undersigned for any clarifications or discrepancy in the order details.

Sincerely,

Maricel Navarro

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April 1, 1998

Ms. Therese Santos  
Head Marketing  
Shoes Horizon Company  
Pasay, Manila

Dear Ms. Santos:

Good day!

I would like to order 100 pairs of shoes as you advertised in Fil Magazine. I want to avail your 15% discount for those who will order 100pcs pairs of shoes.

The following are the list of shoes:

* 20 pcs of Style #33844 MLT – size 10, Sketchers Shoes
* 20 pcs of Style #14572 ABD – size 6 – Nike Shoes
* 20 pcs of Style #45781 GYD – size 5 – Vans Shoes
* 20 pcs of Style #32418 JCC – size 8 – Reebok Shoes
* 20 pcs of Style #47851 IHG – size 7 – Aldo Shoes

The order total is amounting to Php 358,000 less 15% discount and will be paying you immediately.  Attached herewith is our preferred shipping method and receiving address.

We hope to receive this order no later than Wednesday, April 8, 1998. We will be also paying the cost of shipping.

Please let us know that you received this order by calling us (02) 457-8475 anytime during business hours.  
Thank you very much for your cooperation.

Sincerely,

Elenalyn Manansala

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Janunary 23, 2003

Mr. Glen de Roxas  
Sales Manager  
EDPL Computer Shoppe  
Angeles City

Dear de Roxas:

I would like to order  1 pc. of21” Samsung flat screen monitor, color black, 2 pcs. of HP Printer Laser Print and 5 pcs. of Logitech Webcam.  These items will be paid upon delivery.

Also, I would like to request new catalogue for your computer packages as well as your discounts and promos.

I expect your delivery this week.  Thanks and God bless.

Very truly yours,

JC Navarro  
Manager

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[December 23, 2013](https://lettersample.net/order-letter/purchase-order-letter-sample-2/)

May 23, 2004  
Kiddie Shoppe School  
Calayaan Village  
Abucay, Bataan

Dear Sir/Madam:

Subject: Placing Order for School Supplies

We would like to place a bulk order for the supply of 6 bundles of short bond paper, 7 long bundles of bond paper and 100 pcs of short brown envelopes. We fully agree with your terms and conditions.

We are sending a demand draft for Php 1500 along with this letter.  Any damaged items will be returned at your expense in a week’s time.

We are looking forward to an earliest delivery.

Thanks and regards.

Sincerely yours,

Nestor L. Santos

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[December 22, 2013](https://lettersample.net/order-letter/order-letter-example/)

April 27, 2005

Ms. Susan D. Rueda  
Purchasing Head  
Tenejero, Balanga City

Dear Ms. Rueda:

Good day!

As per our dialogues on April 25, 2005, we are pleased to place an order for 40 Lee jeans on the following terms and conditions:

* The cost of each jeans will be Php1250/piece (exclude tax)
* Damage items in transit are not the responsibility of our company
* Delivery will be done within 4-6 days from the order date
* If the order is not delivered as per the above terms and conditions, the order stands cancelled and money can back 100%

We shall appreciate your shipping that items as soon as possible to our office in Paranaque.  Payment will be made with transfer banking to your account on May 15, 2005.

Hoping to have a good business relationship with you.

Sincerely yours,

Maricar L. Reyes

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[October 18, 2013](https://lettersample.net/order-letter/apparel-order-letter-sample/)

September 12, 2003

Ms. Gloria A. David  
Sales Department  
Apparel Enterprise  
Caloocan City

Dear Ms. David:

I am enclosing a money order for five hundred dollar ($500) in return for which please send me by parcel post:

5 pieces of Item No. 2380, studded utility jacket, large, blue @ $250  
2 pieces of Item No. 7849, retro flower shirt, medium, pink @ $50  
3 pieces of Item No. 4778, spike collar shirt, small, violet @$75  
4 pieces of Item No. 9867, denim vest, medium @ @125

I expected the above items within three (3) days.

Thanks and more power.

Very truly yours,

Luningning S. Manansala

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[September 16, 2013](https://lettersample.net/order-letter/catalog-order-letter/)

September 12, 2001  
Kyla France Cruz  
Salian Subd.  
Abucay, Bataan

Dear Ms. Cruz:

Please accept my thanks for sending your catalog at the right time.  It arrived within a few days of my request.

Can you please send me the following items by parcel post:

* English Code No. 4528 @ Php 250.00
* Physics 2 Code No. 4472 @ Php 320.00
* Chemistry Code No. 7896 @ Php 150.00
* Total Php 720.00

I am enclosing a check  for Php 720.00.  Please let me know if there are additional charges.  Just mail the books to the address given above.

Sincerely yours,

Michael Ramos

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[September 9, 2013](https://lettersample.net/order-letter/order-confirmation-letter/)

December 15, 2001

Mr. Rhoderick C. Macapagal  
Capitangan, Abucay, Bataan

Dear Mr. Macapagal:

Sorry that we were not able to send you our new catalog because of a short delay in the shipment of your order. Your order is already packed and ready to shipped anytime once the confirmation arrives at these new prices,

4 bundle of towel (XH-8393) at $300  
12 dozen of black small skirt (VW-36812) at $1500  
24 dozen of pillow cases (BG-3673) at $4560

We already send you a new catalog and we will make sure that your name is in its proper place on our mailing list so that our future catalogs will reach you immediately.

Again thank you for patronage.

Very truly yours,

Victor Robles

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[August 18, 2013](https://lettersample.net/order-letter/follow-up-letter-for-delayed-order-letter/)

December 12, 2003  
Mr. Roland H. Gonzales  
ABC Marketing Incorporated  
Malabon, Metro Manila

Dear Mr. Gonzales:

We received your purchase order no. 42572 last September 10, 2003 with your letter stated that you want to hold your order for three months.

But as of now, we never heard from you and we would to let you know that we will be able to continue holding the pricing.  Please let us know if we need to send you updated quote for you.  If you want to place this order for you under an updated purchase order, please ignore this notice.

If you have any questions, please call me at (02) 725-5682.

Thank you for your order and for your continued patronage.

Respectfully yours,

Sonia Arellano

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[August 16, 2013](https://lettersample.net/order-letter/parcel-order-letter/)

March 28, 2001

Ms. Rosario Cosme  
Sese St. Valenzuela  
Metro Manila

Dear Mr. Cosme:

Our orders are the following:

* 10 pieces of angry bird pillow size 20” x 30” @ Php 6950
* 5 pieces of Disney piglet pillow size 16” x 34” @ Php 3975
* 3 pieces dora butterflies backpack size 10” x 12” @Php 1395
* 20 pieces of chairpad color pink @Php 3700

We really appreciate your shipping these merchandise so that they will reach us not later than April 5, billing them f.o.b Balanga City, Bataan, at 2/30, n/60 – your usual term.

Once again for your usual service.

Sincerely yours,

Khalil Reyes

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[August 15, 2013](https://lettersample.net/order-letter/avon-order-letter-sample/)

August 13, 2004

Mr. Jc Mer Navarro  
MYZ Enterprise  
Balanga City, Bataan

Dear Mr. Navarro:

Enclosed is a check worth of  Php 6500 for which please send me by parcel post:

2 pairs of Antiqued Leaf Chandelier Earnings  
1 piece casual chic handbag  
2 pieces powerport holder  
4 pieces hello kitty lunch box

Please send these items within six days. Thank you for your usual business deal.

Sincerely yours,

Sarah M. Rodrigo

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[August 14, 2013](https://lettersample.net/order-letter/advertisement-order-letter/)

August 12, 2003

Mr. Juan dela Cruz  
Lote, Gabon  
Abucay, Bataan

Dear Mr. dela Cruz:

Please send me two portable Tupperware lunch boxes with order no. 457813 as advertised in your website.  Please charge this purchase to my account.

I really appreciate your usual prompt delivery since I will give it to my niece as birthday present.  Please deliver to me at my address above.

Sincerely yours,

Rosario Mendoza

Abelina dela Cruz

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[November 25, 2012](https://lettersample.net/order-letter/place-order-letter/)

January 15, 1993

Ms. Wendy Sandiego  
GFD Merchandising  
San Fernando, Pampanga

Dear Ms. Sandiego:

We thank you for sending your sales representative on request.

May I ask for you to adhere to our credit terms which, if agreed upon shall favor you with continuous repeat orders.  He has, satisfied our queries fully and taking into consideration our requirement, made valuable suggestions also providing copies of your catalogue.  Thus, we have prepared our enclosed order.

Enclosed herewith is a post-dated cheque.  Kindly see to it that the good are carefully packed and handled and also dispatched immediately.

Thank you very much.

Sincerely yours,

Budoy Maniego

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[November 23, 2012](https://lettersample.net/order-letter/electronic-sample-order-letter/)

March 11, 1980

Mr. James Rogers  
Sales Manager  
Alpha Electronics Corporation  
Pasig, Metro Manila

Dear Mr. Rogers,

Please send us one (1) box of IN34 diodes, 3mA, 600 VDC, and two (2) boxes of electrolytic capacitors 400 microfarad, 600 VDC.  Terms of payment will be the same as those of our previous orders.

We would appreciate it very much if you could send these items immediately.

Very truly yours,

NONATO S. VILLANUEVA  
Chief, Purchasing Division

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[November 18, 2012](https://lettersample.net/order-letter/sample-order-letter-%e2%80%93-ice-boxes/)

October 24, 2001

Ms. Rixie D. Renzo  
Purchaser  
ADP Enterprizing  
Samal, Bataan

Dear Ms. Renzo:

Will you kindly send me two of the portable ice boxes which you advertised in the Filipino Express of yesterday, December 16.  Please charge this particular purchase to my account.

I shall especially appreciate your usual prompt delivery, as I plan to give one of the ice boxes to my friend, who is leaving on a vacation within three days.  One is to be delivered to me at my address above, and the other at 165 Vicente Cruz Street.

Yours very truly,

Michael D. Amurao

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[November 15, 2012](https://lettersample.net/order-letter/order-letter-%e2%80%93-office-furniture/)

November 10, 1992

Ms. Julie Marie M. Cruz  
Purchaser  
Santol Marketing Inc.  
Balanga City, Bataan

Dear Ms. Cruz:

We are pleased to place an order of 150 pcs. of  office star leather office guest chair (FV199) and 50 pcs of Sauder office desk.

As we agreed, the cost of office chair will be $495 each with 30% discounts as well as the office desk for $852 each with 25% discount.

Delivery date will be done within 5 days from the order date. Payment will be on COD terms.

Very truly yours,

(sign)  
Reneflor L. Losada

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[November 8, 2012](https://lettersample.net/order-letter/example-of-order-letter/)

April 22, 1998

Ms. Len Felipe  
DNF Merchadise  
Abucay, Bataan

Dear Ms. Felipe:

Please send me the following merchandise on April 21 from your brochure.

2 pcs. Stegosaurus (17996B) Shaped Pillow  
1 pc. Intage Comic Mickey Totebag (17062B) Oxford Fabric  
5 pcs.  SFC TC Chairpad – Lime Green (9201B) Chair Pad  
3 pcs. Orange Nevada (18068B) Junior Bolster

We shall expect the delivery on or before the date indicated.  Enclosed here is the copy of the terms and condition of our deal.

Truly yours,

Sherilyn Bautista

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[November 5, 2012](https://lettersample.net/order-letter/order-letter-sample-%e2%80%93-construction-supplies/)

December 31, 2004

Mr. Ernesto R. Baino  
SGV Construction Supplies  
321 Pasong Tamo Ext.  
Makati City

Dear Mr. Baino:

Please send me through truck delivery the following materials:

25 Corrugated GI Sheets #6  
93 bags of kgs. Portland cement  
201 bags of 40 kgs. Portland cement  
25 cu.m. of sand  
1,410 pieces of 3/4” plywood  
12 pieces of 1/4” plywood  
60 meters of ridge roll  
4 kilos of concrete nail  
3 kilos of 2” nail  
5 kilos of 2” nail  
60 pieces of steel bar  
20 pieces of pipe  
800 pieces of hallow block (4” x 8” x 16”)  
8 gallons of Boysen’s latex paint, color white and blue

Enclosed is a check amounting Fifty Thousand Pesos (P50,000.00) as partial payment for my orders.  The balance will be given upon delivery.

Should you have any query regarding my order please do not hesitate to call me at 836-0729.

Thank you.

Respectfully yours,

Nestor G. Roces

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[November 24, 2011](https://lettersample.net/order-letter/cancel-order-letter/)

April 18, 2003

Ms. Joelle Marie Herrera  
Account Manager  
Unison Clothing Enterprise  
Pasig City

Dear Ms. Herrera:

We would like to cancel our order No. 254 dated April 10, 2003 placed through telephone accepted by your sales clerk, Ms. Jenny.

Our purchaser had made mistake in placing order since our stock register has erroneous entry of receipts.  We may therefore, not require any supplies of cotton socks and underwear for two months to come.

We assure you that when the need arises we shall place a large order with you.

In case you incur any loss on this account, kindly debit the amount to our account and include the same in our next bill.

Thank you.

Sincerely yours,

Gionna M. Gonzales

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[August 18, 2011](https://lettersample.net/order-letter/sample-order-letter-%e2%80%93-books/)

April 24, 1993

Ms. Glaiza Castro  
Orani Bookstore  
Orani, Bataan

Dear Ms. Castro:

I would like to order the following books as advertised in Home Magazine:

1 copy of Guide to Cooking Vol. 4 – Php 500.00  
1 copy of Guide to Interior Designing – 500  
1 copy of Guide to Outdoor Living – 500

Please deliver these books at the address given above.  As agreed upon, these books will be paid upon delivery.

Yours truly,

Charo Palacio

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[December 6, 2010](https://lettersample.net/order-letter/order-letter-%e2%80%93-cordless-telephone/)

July 1, 2004

Deluxe Marketing Inc.  
240 Sen. Gil Puyat Avenue  
Makati, Metro Manila

Gentlemen:

Please send me through DHL Express one unit of Panasonic cordless telephone, with Model No. Kx0T3921 B.

Enclosed is a check amounting to Four Thousand Pesos (Php 4,000.00) as full payment of the unit plus parcel charge.

Thank you.

Yours truly,

Cynthia Sta. Maria

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[August 28, 2010](https://lettersample.net/order-letter/order-letter-sample-%e2%80%93-parts/)

September 5, 1998

Downtown Parts Company  
109 South State Street  
Chicago, IL 60650

Please send the following items listed in your current parts catalog by October 1.

2 Tempered steel cylinders, 2” diameter and 5” long @ $12.75 each  —- **$25.50**

4 Aluminum castings with corrosion-resistant coating, part number S312A, @4.89 each  —– **$19.56**

12 Special tempered sheet metal screws, 1 1/4″ long with hexagonal heads, @ $.57 each —- **$6.84**

***TOTAL  —– $51.90***

The enclosed check for $56.31 covers the price, sales tax, and parcel post charges.

Sincerely,

James Siemer  
Parts Manager

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[August 4, 2010](https://lettersample.net/order-letter/sample-order-letter-2/)

June 12, 2009

Vetafs Department Store  
Balanga City, Bataan

Sir/Madam:

Enclosed is a money order for Two hundred pesos (Php200) in return for which please send me by parcel post:

1 one-piece bathing suit, navy blue and white, size 33, No. H61 ….. Php 125.00  
1 pair of white canvass tennis shoes, crepe soles, size 4, C width……50.00  
1 grey sweater, V-neck, size 28, No. B25………………………………….25.00  
TOTAL …………..Php 200.00

Please send these articles within five days,

Sincerely yours,

Chinna D. Navarro

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[March 23, 2010](https://lettersample.net/order-letter/order-letter-sample-%e2%80%93-office-equipment/)

March 15, 2001

Ms. Jhenny Manabat  
Ocampo Appliance Dept.  
Balanga City, Bataan

Dear Ms. Manabat:

Please ship the following items from your sales catalog dated February 28, 2001:

AB-1638-WS, copier for Php 15,000.00  
RS-1452-AB, router for Php 2,500.00  
FM-4157-HG, fax machine for Php 18,000.00  
SD-1431-AG, shredder for Php 5,000.00

The items ordered above should be shipped C.O.D. to this address:

Purchasing Department  
Elizabeth Bakery Inc.  
Dinalupihan, Bataan

If there is any problem regarding our order, please let me know immediately.

Thank you and more power!

Sincerely yours,

Marianne Santos

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[March 5, 2010](https://lettersample.net/order-letter/sample_book_order_letter/)

October 15, 2003

Dr. Bonifacio S. Villanueva  
President  
Leyte Institute of Technology (LIT)  
Tacloban City, Leyte

Sir:

Please send us the following books:

150 copies,*Focus on the Environment*, paperbound at Php 150.00 per copy  
900 copies, *The Big Picture in Nature Scope*, Break 1 to 6 paperbound at Php 100.00 per copy  
900 copies, *The Environment and Me*, paperbound at Php 120.00 per copy

Please add the cost of handling to send this order by parcel post.  We would like that this purchase be charged to our library fund.

We would appreciate it very much if you could send the books immediately.

Truly yours,

Miguel S. Acquin  
School Director

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[March 1, 2010](https://lettersample.net/order-letter/purchase-order-letter-sample/)

March 26, 1996

Mr. Arnold Enriquez  
Star Paper Corp  
Pasay City

Dear Mr. Enriquez:

Please accept this purchase order for the following:

112 gross Supberb Pencil, Grade F – Php. 3,000.00  
25 gross Supberb pencils, No. 3 – Php 2,500.00  
2 Oak Desk Trays, Letter Size No.17 – Php 2,000.00  
10 doz. Star Transparent Tape, No. 2 – Php 2,600.00  
3 m Gem Clips  – Php 450.00

**TOTAL – Php 10,500.00**

We require shipment by April 5, 1996 to:

*Green Apple Inc.  
Balanga City, Bataan*

If this order cannot be processed as requested, please contact me at (047) 791-2911 at your earliest convenience.

Very truly yours,

Lanie Santos

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[February 18, 2010](https://lettersample.net/order-letter/purchase-order-letter/)

June 10, 2001

Ms. Kaye Abad  
Purchasing Department  
DigiTech Inc.  
Lubao, Pampanga

Dear Ms. Abad:

This is our order for the items below:

10 pcs. –  Intel® Pentium™ Dual Core T4400 (2.2GHz/800Mhz FSB/1MB cache) laptop  
20 pcs. – Compaq Mini CQ10 series  
20 pcs. – HP OfficeJet 6000Wireless Printer  
10 pcs. – HP LaserJet P1005 Printer

Please ship as soon as possible.  Payment terms shall be COD.

Any questions regarding this order should be directed to our main office at telephone number (02) 941-1254 ext. 41,42 and 43.

Thank you for your prompt handling of our orders.

Very truly yours,

Girlie Mendoza

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[December 21, 2009](https://lettersample.net/order-letter/sample-order-letter-%e2%80%93-sony-cyber-shot/)

April 12, 2001

Roda Marketing Inc.  
Makati City

Dear Sir/Madam:

Please send me through DHL Express one unit of Sony Cyber-Shot DSC-H20.

Enclosed is a check amounting to twelve thousand pesos (Php 12,000.00) as full payment of the unit plus parcel charge.

Thank you.

Sincerely yours,

Lorraine Villanueva

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[December 2, 2009](https://lettersample.net/order-letter/order-letter-sample-from-catalogue/)

January 25, 2005

Mr. Josh Ortega  
ABC Store  
Cupang West  
Balanga City, Bataan

Mr. Ortega:

Please sent me immediately by parcel post the following merchandise selected from your February catalogue:

1 pc. hand bag, pink     Php 550.00  
2 pcs.  medium v-neck shirt, white   Php 900.00

I will appreciate your good services.

Truly yours,

Trisha May Villanueva

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[December 2, 2009](https://lettersample.net/order-letter/sample-order-letter/)

December 01, 2009

Ms. Grace Cruz  
Orani Christian Bookstore  
Orani, Bataan

Dear Ms. Cruz:

I would like to order the following items as advertised in the “Daily Magazine”.

25 copies of “Daily Bread Diary” – Php 3,750.00  
10 copies of wall calendar – Php 550.00  
5 copies of Big Planner – Php 300.00

Attached with this is Php 500.00 in manager’s check and the remaining balance shall be paid upon delivery.

Very truly yours,

Merecel Navarro