

Order Letters have the following parts:

1. The letterhead of the company sending the Order Letter.
2. In case the Order Letter has no letterhead, the sender's contact details are supplied.
3. The date the letter is sent.
4. The recipient's name, title, name of the company, and its specific address.
5. The salutation.
6. The body of the Order Letter.
7. The closing.
8. And the sender's name with his or her signature.

Order Letter Format

Sender's Address

Date

Receiver's Address

Subject: _____

Dear Sir/Ma'am,

Body of the Letter

Paragraph 1 – Introduction and Purpose of Writing the Letter.

Paragraph 2 – List of items required with the quantity in bullet points or tabular columns.

Paragraph 3 – Concluding paragraph stating when you expect the delivery of items and thanking them for their service.

Complimentary closing – Yours sincerely, Sincerely, etc.

Signature of the sender

NAME in block letters

Points included in the letter

- Ref. to quotation dated
- List of requirement/items to be ordered
- Date on which delivery is required
- Mode of payment

- Items to be in good condition and as per requirement.

Yours faithfully

Name

Designation

Sample 1 –

Question 1.

You are Sakshi/Saksham, Hostel Warden, Radha Krishna Public School, Vrindavan, Uttar Pradesh. Write a letter to the Sales Manager, Bharat Electronics and Domestic Appliances Ltd., New Delhi, placing an order for fans microwaves, ovens and geysers that you wish to purchase for the hostel. Also ask for discount permissible on the purchase.

AA 4455

Uttar Pradesh XXXXX

18 May 20XX

The Sales Manager

Bharat Electronics and Domestic Appliances Ltd.

New Delhi 1100XX

Dear Sir

Subject: Placement of order for electronics We are happy to place the order for the following items. Kindly send the following items at the above. address through transport carefully.

Name of the Items	No. of Items	Brand
Fans	50	Bajaj
Microwaves	25	LG
Ovens	30	Philips
Geysers	25	Nova

All the items should be in good condition, well bound and packed properly. The items must be delivered by the end of the month of the issue of this letter. Any damage during transportation would be your responsibility. As in the past also, we have never been given any opportunity to complain and the goods have always reached as well on time, and in excellent condition as per our specifications. We do expect the same delivery this time as well. Kindly offer us a suitable discount as has been the practice all these years.

Yours faithfully
Saksham

Sample 2 -

Write a letter to Delhi Sports, Daryaganj, New Delhi, placing an order for sports articles like footballs, cricket balls, Tennis balls and cricket bats to be supplied to your school. Sign as Ravi/Raveena, Sports Secretary.

Bhajan pura
New Delhi 1100XX
19 January 20XX
The Manager
Delhi Sports, Darya Ganj
New Delhi 1100XX

Dear Sir

Subject: Placement of sports goods

This has reference to the quotation dated 19 December 20XX. Kindly send the following items at the above address.

Name of the Items	No. of Items	Brand
Football	10	Sparton

Cricket balls	10	Leather
Tennis balls	20	Vicky (brand)
Cricket bats	10	SS

All the items should be in good condition, well bound and packed properly and delivered within a week. The payment will be made by cash once the items reach us. Any damage during transportation would be your responsibility. Though in the past, you have never given us any opportunity to complain and – the goods have always reached us well on time, and in excellent condition as per our specifications, we do expect the same delivery this time as well.

Yours faithfully

Raveena

(Secretary)

Sample 3

You are Ganesh/Raja, The Sports Secretary of your school. Write a letter to the Manager M/s Khanna & Sons, New Delhi, a leading firm in sports goods. Request the company to supply trade catalogues at the earliest.

Don Bosco School

Kanpur

10 July 20XX

The Manager

M/s Khanna & Sons

C-55, Greater Kailash

New Delhi

Dear Sir

Subject: Trade Catalogue for Sports Goods.

We intend to buy sports material in bulk quantity for the Annual sports Day of our school, which is going to be held early next month. The date of the foundation day also coincides with our Annual Sports Day.

We are interested in hockey sticks and balls, goalkeeper's full kit, cricket bats and balls, footballs and volleyballs, table tennis racquets, etc.

Kindly send us the latest catalogue together with quotation for the above mentioned items. Kindly let us know the term of payment. Hope to receive the catalogue at the earliest for us to place the order for the sports goods well in advance.

Yours faithfully

Ganesh (Sports Secretary)

Sample 4

You are Rohan/Mohan Proprietor of M/S ABC surgicals, Naraina, New Delhi. Place an order for surgical instruments that you wish to purchase for your firm. Write a letter to the Manager, M/S GTB Surgicals & CO., Preet Vihar to send items with discounts

M/S ABC Surgicals
Naraina New Delhi
14 July 20XX
The Manager
M/S GTB Surgical & Co
Preet Vihar
New Delhi

Dear Sir

Subject: Placing an order for surgical instruments.

Our company has always appreciated the quality of surgical instruments provided by your shop all these years and the current year is no exception. Not only is the quality good, but the delivery is always timely.

So we are pleased to place the order for the following surgical instruments. Kindly send these items to our firm at the above address through your transport carefully.

Name of the items	No. of items
Forceps	60
Clamps	50
Hemostat	50
Bonedrills	100

All the items should be in good condition and well packed. Any damage during transportation will be your responsibility. Kindly give us a suitable discount.

Yours faithfully

Rohan