**Letter for Placing Order for Class**

From,

Co-Ordinator National School New Delhi

Email: nsschool@gmail.com Date: 25th March 2020

To,

City Central Stationery shop Delhi- 110006

Subject: Placing order of stationery for the class Dear Sir/Madam

I am writing to you to place a stationery order in bulk for my class. Please find below the items to be delivered.

|  |  |
| --- | --- |
| **Item** | **Quantity** |
| Pens | **40 packets** |
| Pencils | **20 packets** |
| Sharpener | **40** |
| Eraser | **40** |

I request you to deliver the package on or before 30th March 2020. The transactions will be made online from the principal’s account.

Thanking You Sama Khan