**Letter for Placing Order For Furniture**

From,

The Principal Modern School

Raj Nagar Extension Email: xyzyu@gmail.com, Mobile No. 8797002456

Date: 5th January 2020 To,

M/s Sohanlal and Brothers

Furniture Store Agra, Pin: xxxxx

Email: 78yh@yahoo.com No. 8790222-22

Subject: Placing furniture order Dear Sir/Madam

I am writing to you to place an order for furniture for our school library. We are renovating our school in the next month. Therefore, I request you to please note down my order for the same:

|  |  |
| --- | --- |
| **Material** | **Quantity** |
| Large Teacher Table | **20** |
| Chairs | **50** |
| Student Desk and Chair set | **500** |

The furniture must be subtle. Please deliver the order by 8th February 2020. Payment will be released after approval by the teachers’ committee.

Thanking You Kumar Nath