

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

