

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

