Letter for Placing an Order of Books

From,

The Librarian Delhi Public School

R.K. Puram, Lucknow Email: yhi78@gmail.com Ph: 9874-8765-00

Date: 29th July 2020 To,

Khanna Stationers and Booksellers

G-55/A, Gandhi Nagar Pin:xxxx

Email: e23ruch@gmail.com Ph: 9974-0705-00

Subject: Placing order of books Dear Sir/Madam

Kindly arrange to supply at your earliest convenience the following books for our school library.

|  |  |
| --- | --- |
| **Book** | **Quantity** |
| Algebraic sums | **10** |
| Applied Mathematics | **20** |
| S.L. Arora Physics | **15** |
| Stellar English series | **45** |

Before dispatching the books please ensure that only the latest editions are being supplied. The payment will be made through online transactions.

Yours Faithfully

Khanna (Signature)