

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)

