Sample Business Letter for Placing an Order

From,

Sarabhai Electronic Store Delhi-110065

Email: jielectronic@gmail.com Mo: 8700-678-567

Date: 3rd March 2020 To,

Vikram Plasticware

A/65, Agra Email:87hj@yahoo.com 8934-765-890

Subject: Placing an order for electronic materials required for our business Dear Sir/Madam

I am starting a new business in the electric field. For this, I require some plastic material. Please find below the list of the items to be delivered:

|  |  |
| --- | --- |
| **Item** | **Quantity** |
| Fan Wings | **1,000 packets** |
| Light Rings | **5,000 sets** |
| Wire coating | **800 sets** |

Please deliver the material by 8th March 2020. The money will be sent to you via post.

Thanking You Dev Banerjee