

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

