

Formal request to purchase goods

Subject: Order for Office Supplies

Dear Sales Manager,

I am writing to place an order for office supplies for our head office. Please find below the details of our order:

- 50 boxes of A4 copy paper
- 20 packs of blue ballpoint pens
- 10 reams of sticky notes
- 5 sets of file folders (100 each)

We would appreciate it if the order could be delivered by September 20th, 2025. Kindly confirm the availability of these items and send us the invoice at your earliest convenience.

Payment will be processed through bank transfer within seven days of receiving the invoice. Please ensure that the products are securely packaged to avoid any damage during transit.

Thank you for your prompt attention to this matter. We look forward to continuing our business relationship.

Sincerely,

[Your Name]

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