Casual short order request

Subject: Order for Printer Cartridges
Hi Team,
l'd like to order three HP LaserJet Pro toner cartridges for our printers. Please deliver them by
next week if possible.
Let me know the total cost so I can arrange payment.
Thanks a lot,
[Your Name]

Get more templates here: https://www.lettersandtemplates.com/letters/order-forms-and-letters