

Large scale institutional order

Subject: Bulk Order for Educational Materials

Dear Distributor,

We are pleased to place an official bulk order for the upcoming academic year. Our requirements are as follows:

- 500 mathematics textbooks (Grade 9 edition, 2025 print)
- 300 English grammar books
- 200 science lab manuals

The materials must be delivered by November 1st, 2025, to our central warehouse. Please provide your best quotation and delivery schedule.

We trust in your commitment to quality and timely service.

Respectfully,

[Your Name]

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