

Placing Order Letter Sample

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Title/Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Placing an Order

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to place an order for the following items from your esteemed company, [Company Name]:

1. Product Name 1 - Quantity: [Specify Quantity]
2. Product Name 2 - Quantity: [Specify Quantity]
3. Product Name 3 - Quantity: [Specify Quantity]

Please find the details and specifications for each item below:

1. Product Name 1:

- Model/Part Number: [If applicable]
- Color/Size/Variant: [If applicable]
- Price: [Per unit cost]
- Total Cost: [Quantity x Per unit cost]

2. Product Name 2:

- Model/Part Number: [If applicable]
- Color/Size/Variant: [If applicable]
- Price: [Per unit cost]
- Total Cost: [Quantity x Per unit cost]

3. Product Name 3:

- Model/Part Number: [If applicable]
- Color/Size/Variant: [If applicable]
- Price: [Per unit cost]
- Total Cost: [Quantity x Per unit cost]

Subtotal: [Total of all product costs]

Shipping Cost: [If applicable]

Tax: [If applicable]

Grand Total: [Subtotal + Shipping Cost + Tax]

Please use the following shipping address for the delivery:

[Your Shipping Address]

[City, State, ZIP Code]

I would prefer the payment method to be [mention your preferred method, such as credit card, bank transfer, etc.]. Kindly provide the necessary details to process the payment.

Additionally, please confirm the estimated delivery time for the order and any relevant shipping details.

If there are any special offers, discounts, or promotions available, I would be grateful if you could apply them to my order.

I look forward to a prompt and smooth transaction. Should you require any further information or have any questions, feel free to reach me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I am eager to receive the order and begin a fruitful business relationship with your company.

Sincerely,

[Your Name]