

# Professional Letter to Order Books

[Your Name]

[Your Position/Title]

[Your Organization Name]

[Your Organization Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Bookseller's Name]

[Bookstore Name]

[Bookstore Address]

[City, State, Zip Code]

Subject: Book Order

Dear [Bookseller's Name],

I hope this letter finds you well. I am writing on behalf of [Your Organization Name] to place an order for the following books:

1. Title: [Book Title] Author: [Author's Name] ISBN: [ISBN Number] Quantity: [Number of Copies]
2. Title: [Book Title] Author: [Author's Name] ISBN: [ISBN Number] Quantity: [Number of Copies]

[Add more books as needed]

Please find enclosed a purchase order form detailing the books requested along with their respective quantities. We kindly request confirmation of the availability of these books and a quotation, including any applicable taxes and shipping charges.

As these books are essential for our organization's operations, we appreciate your prompt attention to this matter. Please provide information on the preferred payment method and any other necessary details regarding the ordering process.

We kindly request that the books be shipped to the following address:

[Your Organization Shipping Address]

Thank you for your cooperation. We look forward to receiving your confirmation and proceeding with the order.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Organization Name]