

Class 12 Placing Order Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position/Department]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Placing Order

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to place an order on behalf of [your institution/class/organization]. We are interested in purchasing the following items:

- 1.
- 2.
- 3.
- 4.
- 5.

[Add more items as necessary]

Please find attached a detailed list of the items along with their specifications. We would appreciate it if you could confirm the availability of these items and provide us with a quotation, including any applicable taxes and delivery charges.

Additionally, if there are any alternative products available or if you have any recommendations, please do not hesitate to inform us.

We would prefer the order to be delivered to the following address: [Specify Delivery Address].

Please let us know the estimated delivery time and payment terms.

Thank you for your prompt attention to this matter. We look forward to receiving your response and proceeding with the order.

Warm regards,

[Your Name]