

Class 12 English letter Writing: Placing Order Format

[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 am writing to place an order on behalf of [mention the institution/organization/class]. We are interested in purchasing various items for our [mention purpose, e.g., upcoming event/classroom supplies].

Below is a list of the items we wish to order:

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

Please find attached a detailed list of the items along with their specifications. We kindly request you to confirm the availability of these items and provide us with a quotation, including any applicable taxes and delivery charges.

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 eagerly await your response and look forward to proceeding with the order.

Warm regards,

[Your Name]