



**INDIAN SCHOOL MUSCAT**  
**SENIOR SECTION**  
**DEPARTMENT OF ENGLISH**  
**CLASS XI**  
**LETTER PLACING ORDER & REPLY**



An Order Letter is the one that is written by the person/company placing the request of purchase from another company. This letter comes into action only when a detailed study of the desired product has been done in the market and based on promised service, quality and price of the product, a decision for a purchase has been made.

An Order Letter should be drafted very carefully as it needs to pen down all the terms and conditions of the purchase for the benefit of both involved parties. It should have details such as product specifications, quantities, price agreed upon, delivery date, late delivery clauses, etc. It should be addressed to the person responsible for the execution of the order with a copy to the head of department.

The format of the letter placing order is similar to that of a formal letter. When you are placing an order for goods keep in mind.

- (i) To mention the quotation received from the suppliers and the reference number of the quotation
- (ii) Be exact about the description of the goods to be ordered.
- (iii) Mention the quantity /number of each item that you are ordering.
- (iv) Request for discount.
- (v) Mention the mode of payment.
- (vi) Be clear about the date of delivery.
- (vii) Present your order of goods in a tabular form. **Sample Letter**

Q. You are PriyaKhanna, librarian of your school, Aligarh. You have been asked to place an order for some books for the school library. Write a letter to the Sales Manager, Light House, Main Road, Noida, placing an order for the books that you need.

Army School  
Aligarh

20th October, 2018

The Sales Manager  
Light House  
Main Road  
Noida

Subject: Placing order for books

Dear Sir,

We are pleased to inform you that your quotation dated 18<sup>th</sup> October, 2018 has been approved. We would like to place a bulk order with you for the following books for our school library.

SL. No.	BOOK'S NAME	AUTHOR	QUANTITY
1.	Applied English Grammar	M.M. Sharma	5
2.	Secondary Physics	S. C. Jain	5
3.	Introductory Micro Economics	I C Dingra	6
4.	Advance Learners Dictionary	Oxford	7

Before dispatching the books please ensure that only the latest editions are being supplied and the books are not soiled or dirty. It goes without saying that you will have to bear the expenses involved in the dispatch and delivery of books. The payment will be made by cheque on receipt of the goods after adjusting 15% discount as specified by you. Please bear in mind that we retain the right to reject any item that is faulty or that does not meet our specifications. Kindly ensure that the order reaches us within a week.

Yours faithfully

Sd/

PriyaKhanna

Librarian

**Letter of Reply**

Light House, Main Road

Noida

22<sup>nd</sup> October, 2018

The Librarian

Army School

Aligarh

Subject: Reply to the order for books

Dear Sir,

We are very thankful to you for your kind order for books dated 20<sup>th</sup> October, 2018 and have pleasure in informing you that the books of your order are being sent to you. We have allowed all reasonable concessions and commissions asked for.

A copy of the invoice is enclosed herein for your prior information. We would request you to arrange for payment at the earliest possible. Assuring you of our best co-operation.

Yours Faithfully

sd/Vasu

Sales Manager

**Practice Questions:**

1. You are the Sales Officer of Messr Good Life Electronics 14, Rajpur Road, Delhi, Manufacturer of consumer products and appliances. You have received a letter from JagotaElectronics, Lucknow, placing an order of various models of stereo systems manufactured by your company. Reply to confirm the order.

2. You are Rahul Sharma of 18 Main Road, Chennai, who wishes to order a few computer peripherals like a printer, and a set of spare black and coloured cartridges from Arihant Computer Services, Annanagar, Chennai. Write the letter giving necessary details.