To,

[Name of Recipient]

[Recipient Company Name]

Date:

**Subject: Order Letter for Laptops for Office**

Dear Sir/Madam,

Being the [sender designation] of the [mention company name], I am writing this letter on behalf of my company, so as to place the order of laptops required from your company, [mention recipient company]. As your organization enjoys a well reputation in the market, so we hope that this experience will be great and satisfactory for both of us. We require the laptops as per following requirements

**Sr. #** **Brand Name**  **No. of Units Hardware/Software Specs**

[mention all the details, like brand and specs of the laptops you want]

Please make sure to deliver these items as on or before [mention date of delivery]. Also make sure to transport these items with due care and proper packaging as any defected item or an item not fulfilling the above mentioned requirements will be returned.

Once the order will be delivered, we will clear your dues within [mention days/weeks] of the delivery of order via, [mention mode of payment].

I hope you will be able to fulfill our demands as per our requirements. For further inquiries, make sure to contact us at the given below contact details.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]