To,

[Name of Recipient]

[Recipient Company Name]

Date:

**Subject: Order Letter for Office Furniture**

Dear Sir/Madam,

I am [sender name] and I am [sender designation] of the [mention company name]. On behalf of my company, I would like to place an order for office furniture for our new branch located at [mention office address]. The details of furniture that we would be requiring from you are as follows:

**Sr. #** **Furniture Name** **No. of Units**

[mention the details of items you want to buy]

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 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].

For further inquiries, make sure to contact us at the given below contact details.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]