To,

[Name of Recipient]

[Recipient Company Name]

Date:

**Subject: Order Letter for Office Kitchen Supplies**

Dear Sir/Madam,

I am [sender designation] from [sender’s company name] and I am writing this letter to place an order for following office kitchen supplies

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

[mention all the details of the order completely]

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.

Please deliver these items at this address, [mention address]. Also make sure to dispatch the original invoice of the order at the time of delivery. 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]