To,

[Name of Recipient]

[Recipient Company Name]

Date:

**Subject: Order Letter for Stationery Items for School**

Dear Sir/Madam,

I am [sender name] and being [sender designation] of [mention sender’s school name], I am writing this letter to place an order for stationery items as mentioned below:

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

[mention order details]

Please make sure to deliver these items as on or before [mention date of delivery]. It would be kind of you if you will offer us some extra discount as we being your customers. Please note that any item that will not be in accordance with the above mentioned requirement, will be returned.

Please make sure to send the original invoice of the order at the time of delievery. 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]