**Order Letter Email Format**

*In addition to the hand-written order letter, you can also send an email for the request for services and goods. Following is the format of the email to request the services and goods.*

**From,**ABC,
XYZ College,
9905 Hadboud Street.
The United States.

**Date:\_\_\_\_\_\_\_\_\_\_\_**

**To,**XYZ,
Galmoredas Designs,
Address:
The United States.

**Subject: Order Letter: Request for the Design Service Specifications and Pricing**

Dear Mr. Ali,

My name’s Sarah Ali the manager of purchases of the company Glooming Designers. I am writing in reference to the request we made on 5th September 2021. I would like to order the African Fabric pieces with the small flowery design in a light color. These pieces of fabrics are for the customer who is having a wedding very soon.

The order catalog number is ASF/20/2021, so please add this number to the transactions. The first order will consist of 8 pieces so that the quality can be examined. We will give the second-order of 100 pieces if we like the quality and design.

Please get the check for the order from our office. I would also like to have the receipt confirmation through email weddings@glamoredas.com. The payment check for the next order will be given after the placement of the further order. Please send the order to the address 145 Tea Street, WA 89076 by 29th September.

I would like to have a receipt confirmation very soon. I hope we will have a good and long-lasting business relationship.

Kind regards,
Sarah Ali.