**Order Letter Samples - Order Letter Examples**

*Following are the samples of the order letter which will give you the idea about how to write an order letter:*

**From,**ABC,  
XYZ School,  
9905 Ring road.  
United States

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

**To,**XYZ,  
World Books shop,  
Address:  
United States.

**Subject: Order Letter: Request for the stationary**

Dear Sir,

In reference to the estimate, we had requested from you for the stationery products on 13th July 20xx. Now we will like to give the order of different exercise books having our own logo.

We require 10,000 exercise books containing 200 pages, 1900 graph books of 90 pages and 800 square books containing 200 pages. We would be thankful if you deliver the order to address 6600 Ring road till 2nd August 20xx so that the school can make further arrangements.

The payment will be made in cash. However, if the order is not received by the due date then it will be canceled from our side. Moreover, please give the information on tracking on our email abc@xyz.com.

We expect you to take the order seriously as we are in dire need of it.

Thank you,

Yours Faithfully,  
(Signature), XYZ.