**Order Letter Template (Editable)**

**From,**

(Insert Buyer's info line 1),  
(Insert Buyer's info line 2)

**Date: (Insert date here)**

**To,**

(Insert Seller's info line 1),  
(Insert Seller's info line 1)

**Subject: Order Letter requesting product specifications, price and details**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

My name’s \_\_\_\_\_\_\_\_\_\_\_\_ and I’m lettering as \_\_\_\_\_\_\_\_\_\_\_\_. As we requested for the estimate on \_\_\_\_\_\_\_\_\_\_\_\_, I would like to order \_\_\_\_\_\_\_\_\_\_\_\_ clothes that are \_\_\_\_\_\_\_\_\_\_\_\_ in design & \_\_\_\_\_\_\_\_\_\_\_\_ color. The order is actually for the customer who is having wedding on \_\_\_\_\_\_\_\_\_\_\_\_ and I want the order as soon as possible. This reference number must be used for all the transactions of the order. \_\_\_\_\_\_\_\_\_\_\_\_.

First, we will order \_\_\_\_\_\_\_\_\_\_\_\_ pieces so the value of fabric and its design can be examined before second order is made. However, if we like the design and quality then second order will consist of \_\_\_\_\_\_\_\_\_\_\_\_. Please get the check with this number \_\_\_\_\_\_\_\_\_\_\_\_ after delivering the first order. It would be great if the confirmation through \_\_\_\_\_\_\_\_\_\_\_\_ email would be sent.

Please fill product details in following format:

|  |  |  |  |
| --- | --- | --- | --- |
| S/N | Product Details | Product Specifications | Product Price |
|  |  |  |  |
|  |  |  |  |

I wish to get the shipment on \_\_\_\_\_\_\_\_\_\_\_\_ at our office situated on the address:

(Insert Address Here)

Thank you.

 Your Truly \_\_\_\_\_\_\_\_\_\_, (Signature).