**Order Letter Template**

**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 Sir/Mam

I \_\_\_\_\_\_ is writing a letter to\_\_\_\_\_\_ so that I can place the order for services and goods for the ongoing project. Previously we had ordered the service and goods from you, but they are not enough. So, we need more services and goods to complete our project. I have attached the goods list that will show you the precise quantity of the goods we need. I wish and hope that I will receive the order very soon without any delay.

Please fill product details in following format:

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

Looking forward to the delivery. Payment will be made at the time we will receive the goods.

Thanking you,

Yours Truly,

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