

Letter for Placing an Order :

- These are business letters which include placing or cancelling an order for products/services from another company or organisation.
- They are written in a very well formatted and formal manner.
- While placing an order, the writer has to be very careful about giving accurate information.
- Any inaccuracies may result in delayed/wrong deliveries with serious financial implications.

Such letters should give :

- specifications of the products / quantity / services to be supplied.
- reference number of the quotation / price list against which the order has been placed.
- payment terms / credit terms (as applicable)
- required date of delivery
- mode of transport of goods (if required)
- all taxes / delivery charges
- any other terms and conditions

The letter for placing an order should always begin with :

- This is with reference to the advertisement dated....
- This is with reference to our previous correspondence

You are Vikram Sanyal / Vanya Sanyal , Librarian, B.S. Public School, Delhi. Write a letter to the Manager of Amar Publication House, Mumbai, placing an order for 4 sets of Social Studies books for grades 6-8 published by NCERT in not more than 120 words. Mention school discount, mode of payment and date of delivery.

B.S. Public School

Delhi

[GAP]

11 February 2026

[GAP]

The Manager

Amar Publication House,

Mumbai

[GAP]

Subject: Placing the order of books

[GAP]

Sir/Ma'am

This is with reference to your advertisement in 'The Hindu' dated 30th January, 2026 regarding the sale of NCERT books. B.S. Public School wants to order Social Studies textbooks for Classes VI-VIII, published by NCERT. The list of the books with the quantity required is as follows :

Subject	Class	No. of Sets
Social Studies	6	4
Social Studies	7	4
Social Studies	8	4

You are requested to send these items, duly packed, within a period of one week of receiving this letter. Payment shall be made through online mode- Google Pay , NEFT or Bank Transfer, once the shipping is confirmed. I expect a reasonable discount of at least 15% on the total amount.

Hoping for an early confirmation.

[GAP]

Thanking you

[GAP]

Yours sincerely

Vanya Sanyal / Vikram Sanyal

(Librarian B.S. Public School)