

You are Vaibhavi Sinha, examination in-charge, Goodway Public School, Aurobindo Road, Indore. You require 4 reams of white paper, 2 packets of carbon paper, one dozen registers, blue and red ball point pens (50 each). Place an order with Sunrise Stationery Mart, 12 Mall Road, Indore mentioning terms of payment, discount asked by you and delivery date. (100-120 words)

Ans:

Goodway Public School
Aurobindo Road, Indore, PIN - 452001

14 August 2026

The Sales Manager
Sunrise Stationery Mart
12, Mall Road, Indore, PIN- 452016

Subject: Placing an order for stationery

Sir,

This is with reference to our previous correspondence dated 4 March 2026. We have written this letter to inform you that we would like to place the bulk order of stationery items for the academic session 2026-27. The particulars of the products and the quantity to be supplied are given below

S. No	Product	Quantity
1.	White paper	04 reams
2.	Carbon paper	02 packets
3.	Registers	01 dozen
4.	Blue ballpoint pens	50 units
5.	Red ballpoint pens	50 units

Please send us fresh supplies by 4th July. Any delivery after that would be returned. Also, please send the bill at the time of delivery. As always, we will first check the supplies and then transfer the payment digitally.

We hope that we will get additional discount as discussed.

Thank you

Yours sincerely,
Vaibhavi Sinha
(Examination In-charge)
Goodway Public School