Name of your business  
(Slogan of your business (if any))  
Address of your business  
Address line 2  
Address line 3

Date of placing order  
Sales Manager  
Company name of the supplier  
Address of supplier  
Address line 2  
Address line 3

Subject: purchase order letter stationery

Dear Sir,  
We thank you for your letter dated 25th October 2014 in response to our inquiry about the supply of 300 books. Please let us know if we can expect good delivery by 15th November. We shall be obliged for prompt delivery as the goods are needed urgently.

Enclosed:

List of some goods

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Type** | **Quantity the product** |
| 1 | Pen | 15 Dozen |
| 2 | Paper | 10 Ream |
| 3 | File | 100 Pieces |
| 4 | File Holder | 50 Pieces |

Yours faithfully,  
M.M. Ziaul Islam  
Purchase Manager  
Color World