

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