Aditya Public School

23/108, G K N M Street,

Sivananda Colony

Coimbatore – 641026

3rd January, 2022

The Manager

56, Cheran Book House

Town Hall

Coimbatore – 641033

Subject: Order for CBSE textbooks

Dear Sir/Ma’am,

I am writing to you to place an order for CBSE textbooks. As per our discussions yesterday, we are glad to have you as our distributor.

The books and the required quantity are as follows:

| **S. No.** | **Subject** | **Class** | **No. of Copies** |
| --- | --- | --- | --- |
| **2.** | **Social Science** | **Class 6 – 10** | **500** |
| **3.** | **Maths** | **Class 8 – 10** | **300** |
| **4.** | **English** | **Class 6 – 10** | **500** |
| **5.** | **Hindi** | **Class 6 – 8** | **350** |

The prices for the books were discussed in the meeting, and we have received a quotation that is feasible. The manager has promised to deliver all the books within 7 working days. I would also like to order some books for the library once I receive these books.

Kindly find attached the cheque (cheque number: 356xxxxxxxxxxxx652) dated 03/01/2022 for Rs. 5,000 as an advance payment for the order. Please feel free to contact us in case of any clarifications.

Thanking you

Sincerely,

Signature of the sender

SOORAJ SANTHOSH

Contact number : 9999

Email id : name.name@email.com

Attached documents: Cheque

A copy of the quotation