

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: 356xxxxxxxxxxx652) 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