

Business Letter Example “Write a letter to Place an order for goods that you need urgently.”

VIVEK BROTHERS

55-I, 3rd Street,

Lucknow.

18th October, 20....

To

M/s Vishal & Sons.

99, Agra Road,

Indore.

Dear Sirs,

We are glad to place an order with you which is to be executed very urgently as the goods we order are needed very urgently. You are requested to dispatch the following goods at your earliest, giving top priority to our order.

1. 'Usha' Fans 48'.
2. 'Usha' Fans 56'.
3. 'Usha' Table Fans Deluxe Model.
4. 'Usha' Pedestal Fans.
5. ECE bulbs 60 watts.
6. ECE tubes.

A check for Rs. 8000/- is being enclosed here with as payment in advance and the rest of the amount will be paid as soon as we receive the goods.

Kindly send the goods through Regal Transport Corporation.

Thanking you.

Yours faithfully,

For Vivek Brothers,

Des Raj,

Partner.