

Class 8

Formal Letter Writing (placing an order)

Class Work

Format –

- ** Sender's address
- ** Date
- ** Receiver's address
- ** Subject
- ** Salutation
- ** Content (first para- introduction, second para- list of items in the form of a table, discounts, if any, mode of payment etc. third para- conclusion)
- ** Thanking you
- ** Yours sincerely/truly
- ** Name & designation

Points to remember –

1. The format is the same as formal letter.
2. Mention the product code and the quantity ordered.
3. Use a formal, polite and business-like language.
4. Use short and simple sentences to avoid any confusion.
5. Mode of payment should be clearly mentioned.
6. Mention the suitable time of delivery.
7. Mention the source from where you got to know about the shop.

Could use these phrases:

1. In reference to the advertisement given in the newspaper/website...
2. Cash on delivery/ Google pay...

3. Kindly provide a discount...

Sample Letter-

You are Ms. Monica Patil, the Sports Instructor in Army Public School, Agra. The Principal has asked you to place an order for buying necessary sports articles for the school. You saw the advertisement in the newspaper and decided to place an order with M/s Sapna Sports, Jalandhar. Write a letter placing an order for the same in 100 - 120 words. Remember to ask for an attractive discount. Also mention all the necessary details.

Army Public School
Mahavir Marg
Agra

2 November 2020

The Sales Manager
Sapna Sports
Rajvir Bazaar
Jalandhar

Subject – Supply of Sports articles for school

Dear Sir/Madam

This is with reference to your advertisement in the Times of India, dated 27 October 2020. Our school wants to place a bulk order for the supply of sports articles. The list of particulars are as follows.

S. No.	Product	Quantity
1.	Tennis Racquets	50
2.	Basketball	15
3.	Football	30
4.	Cricket Bats	15

Please send the goods to the school on any weekday between 8 a.m. and 2 p.m. Also kindly send the bill after allowing the discount permissible for schools. Online payment will be made after the consignment is received and checked.

Further, please ensure the quality of the consignment. If defects are found in the goods, the whole order will be returned without any payment.

Thanking you

Yours truly
Monica Patil
(Sports Instructor)

Now attempt this...

You are Veena/ Varun, the secretary of the music department of Arts and Music Academy, New Delhi. Write a letter to the sales manager, Sangeeta Music House, placing an order for some music instruments like Sitar, Harmonium, Tabla and Guitar etc. Add necessary details.