

Placing an order (Sample letter)

You are Neeraj/Neeraja Shekhar, Principal, Vasant Public School, Pune. Your school has just started a music department. Write a letter to the Manager of Melody House, Pune, wholesale suppliers of musical instruments, placing an order for musical instruments for the school. Ask for a discount on the catalogue prices. (120 – 150 words).

Vasant Public School
Ramdaspath
Pune XXXXXX

2 March 2018

The Manager
Melody House
Shivaji Peth
Pune XXXXXX

Subject: Ordering for some musical instruments

Dear Sir/ Madam

We wish to place an order for musical instruments for our school's newly started music department. We came across your stores through an advertisement in the newspaper. The details of the order are as follows:

Sl No	Name of the Musical Instruments	Quantity
1	Sitar	2

2	Drums	2
3	Guitar	3
4	Tabla.	6
5	Piano.	1

Kindly let me know the price of each instrument. I would also like to avail the discount. Let me also be informed about the mode of payment.

You are requested to have the above items neatly packed and sent through your own transport. The delivery should be made within one month as we are likely to start the classes.

The items shall be delivered to the school in perfect condition. We would request you to give us the trade discount on the catalogue prices.

Thanking you

Yours faithfully

Neeraj Shekhar

Principal

Practise Question:-

1.You are Nalini/Vishal, Hostel Warden, Zennith Public School, Kosikalan, Uttar Pradesh. Write a letter to the Sales Manager, Bharat Electronics and Domestic Appliances Ltd., New Delhi, placing an order for a few fans, microwaves, ovens and geysers that you wish to purchase for the hostel. Also ask for discount permissible on the purchase.

2. You are Sakshi/Saksham, librarian of , Radha Krishna Public School, Vrindavan, Uttar Pradesh. Write a letter to Surat book stores New Delhi, placing an order for a few books required for your school library. Also ask for discount and add necessary details.