

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Vendor's Name]
[Vendor's Company Name]
[Vendor's Address]
[City, State, Zip Code]

Dear [Vendor's Name],

I am writing to formally place an order for the following items:

1. [Item Description]
 - Quantity: [Number]
 - Price per Unit: [Price]
 - Total: [Total Price]
2. [Item Description]
 - Quantity: [Number]
 - Price per Unit: [Price]
 - Total: [Total Price]

[Continue list as necessary]

The total amount for this order is [Total Amount]. Please confirm the availability of these items and the estimated delivery date.

I would appreciate it if you could send a proforma invoice for this order at your earliest convenience. For payment, please use [Payment Method].

Thank you for your attention to this order. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position] (if applicable)
[Your Company Name] (if applicable)