

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an order of the following products:

1. [Product Name 1] - [Quantity]
2. [Product Name 2] - [Quantity]
3. [Product Name 3] - [Quantity]

Please find attached any necessary documentation regarding this order. We appreciate your prompt attention to this request and look forward to your confirmation.

Thank you for your continued support.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]