

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

Dear [Recipient Name],

I am writing to place an order for the following goods:

1. [Product Name/Description] - [Quantity] - [Price per Unit]
2. [Product Name/Description] - [Quantity] - [Price per Unit]
3. [Product Name/Description] - [Quantity] - [Price per Unit]

Please confirm the total cost, including shipping and handling, and let me know the expected delivery date. I would like to request that the payment be processed through [Payment Method] upon confirmation of the order.

Thank you for your prompt attention to this matter. I look forward to your reply.

Sincerely,  
[Your Name]