

[Your Company's Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

Subject: Order for [Goods Description]

I hope this message finds you well. We are writing to formally place an order for the following goods:

- [Item 1: Description, Quantity, Price]
- [Item 2: Description, Quantity, Price]
- [Item 3: Description, Quantity, Price]
- [Additional items as necessary]

Please confirm the availability of these items and provide us with an estimated delivery date. We would appreciate if you could send us an invoice once the order is confirmed.

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,

[Your Signature (if sending a hardcopy)]

[Your Printed Name]

[Your Position]

[Your Company Name]