



Letter of Placing Order- An Order Letter is the one that is written by the person/company placing the request of purchase from another company. This letter comes into action only when a detailed study of the desired product has been done in the market and based on promised service, quality and price of the product, a decision for a purchase has been made.

**Format:**

- Sender's address-
- Date
- Receiver's address
- Subject
- Salutation
- Body of letter:
- Complimentary close:

**Practice Questions:**

1. You are Sakshi/Sanjay, Hostel Warden, Green Valley Public School, Vrindavan, Uttar Pradesh. Write a letter to the Sales Manager, Bharat Electronics and Domestic Appliances Ltd, New Delhi, placing an order for fans, microwaves, refrigerators, ovens and geysers that you wish to purchase for the hostel. Also ask for discount on the purchase.

2. You are Nitish /Nikita, head boy/girl of Tagore Public School Jaipur. Write a letter to New Star Publishing Company, Kalkaji, New Delhi asking him to send various Resource materials for senior secondary classes. Address the letter to the Manager or Dealer.
3. You are Vaibhav/Vaishnavi, In charge, Readers Club of Alpha Public School, Ajmer. The club has been established recently which requires a number of books. Write a letter in 100 – 120 words to the Manager (Marketing), National Book Trust, A-5, Green Park, New Delhi placing an order for some books for the Readers Club. Use the following clues:  
Titles of the books (imagine the names)  
Number of copies required  
Discount  
Early delivery
4. As head of the music department of your school, write a letter to Symphony Music House, Kanpur, placing an order for some music instruments like Sitar, Harmonium, Tabla, Tanpura and Guitar. You are Aravind/Anjali of St. Augustine, Convent School, Agra.
5. Good shepherd Charitable Trust, Faridabad needs some furniture like office chairs, tables, TV stand, almirah etc. for its office. The Director asks Mr. Sharma, Head Clerk to prepare a draft to place an order with Messrs. Trust well Furniture, Faridabad. Write the order letter in about 120-150 words.
6. You are Manoj/Mayuri, the physics department head, Cambridge School, New Delhi. You want to place an order for some lab equipment like lenses, prisms, galvanometers, glass, cubes, etc. write a letter in 100-120 words placing the order with M/S Naira Laboratory, Nai Sadak, Delhi.

7. You are Sohail/Sona, working for a reputed MNC. You have been asked to plan a library for the employees at your place. Write a letter in 100-120 words placing an order with Full Circle, 98, Khan Market, New Delhi, for well-read books.
8. Vaishali Resorts are expanding their network in many places of tourist interest. They need colour TVs, stereo systems, fax machines, telephone instruments, etc. for their newly constructed resort at Ooty. Their purchase officer L.Kumaran places an order for the above mentioned items with Shiva, Electronics, Fort road, Chennai. Write the letter.
9. You are Mr. Vijay Singh, Physical Education Teacher of your school. Place an order with a firm of sports equipment suppliers for the supply of sports/games material for your school. Invent other necessary details. Your letter should be in 120-150 words.
10. You are the Prefect-in-charge of the photography club of the senior school. You wish to hold a photographic exhibition of the recent trip that the senior school made to the valley of flowers, Uttarakhand. Write a letter in 120-150 words to Messrs Hilltop Photographers, Main Road, DehraDun, regarding the purchasing of equipment for holding the exhibition. You wish to purchase exhibition items such as photo mounts, hanging equipment, lights, wooden stands, display boards and portable booths, for the show. Ask for discount as it is a non-commercial venture. Invent other necessary details. Sign yourself as Daniya/Devang of Navjothi Senior School, Jehangir Road, Bareilly.