**FORMAT OF LETTER OF PLACING ORDER**

**Writer’s Address**

AZ-1256, Mayur Vihar Phase I

Delhi-94

**Date-**July 24, 2019/ 24 July, 2019

**Designation and Address of the receiver**

The Marketing Manager

Samsung India Pvt. Ltd.

C-1262, Sai Nagar East,

Delhi-110022

**Subject-**This should be short and specific to make all the content clear. (Suggestion- Keep maximum 12 words)

**Salutation**

Dear Sir / Dear Madam

**Main Body-**This part should be divided into three paragraphs.

**Para 1-** With due regards it is to be stated that I am really impressed with your\_\_\_\_\_\_\_\_\_ and wish to purchase

**Para 2-** The middle paragraph must contain all the details of the product or services that you are going to order.

**Para 3-**While the last paragraph must express what one would want the other person to do in the response of this letter. This is the concluding part of any letter. It also expresses thanks in beautiful words

**Subscription**

Yours truly/obediently/sincerely

**Name**

**John/ Michel**

**Sample Letter**

**You are a dealer of books and stationery. Write a letter to M/s Vikas Publishing House, Rani KaBagh, Amritsar ordering some books and stationery items for your shop named Nay Bharat Booksellers, Delhi.**

Nav Bharat Booksellers,

 15, Railway Road, Delhi.

24July 2019

 M/s Vikas Publishing House,

Rani Ka Bagh, Amritsar.

**Subject:**Order for some books and stationery items.

Sir

 Kindly send the following books and stationery items through railway parcel.

1.Deepak English Guide for X 24 copies

2. Deepak Guess Papers for X and XI 12 copies each

3. Deepak Social Studies for X 30 copies

4. Deepak Moral Education for X 20 copies

5. Reynolds Pens (Black) 10 dozen

Kindly send the material immediately. Payment will be made as soon as the goals are received.

Thanking you.

Yours faithfully

Manager

Nay Bharat Booksellers.

**Home work(24.07.2019)**

**You are Sports Secretary of SNS Academy, Coimbatore. Write a letter to M/s Omega Sports House, Raj Nagar, placing an order for sports goods for your school. Sign yourself as Subodh/Subodita.**