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**Order Letter Samples – How to Write an Order Letter?**



**Order Letter** – An **order letter** is written for the purpose of purchasing something. It is composed in a formal method of writing. The method for writing an order letter has been discussed in detail here (step –wise).

Order Letter format – An **Order Letter** is written to place an order for any items. It mentions the and details of the items required. It must specify details like an address for delivery, the deadline for delivery, mode of payment, etc.

### **Order Letter Samples**

1. You are Padam, office in-charge at Vayusena School, Sant colony, Vishakhapatnam. Place an order of stationery items for the school office to Modern store, New Market, Vishakhapatnam.

Vayusena School,
Sant colony
Vishakhapatnam.

20 August, 2022

Modern store,
New Market,
Vishakhapatnam

Subject: Supply of stationery items for the school office.

Dear Sir

I am the office in-charge of  Vayu Sena School. I am writing to you with regard to the telephone chat we had where we talked about the stationery items that you sell. We received the things from your company well on schedule and in acceptable condition in the past. Consequently, we are pleased to order the following stationery items for our school.

|  |  |
| --- | --- |
| List of articles | No. of items |
| White Paper | 10 reams |
| Blue Pens | 10 boxes |
| White Chalk Stick | 12 gross |
| Carbon Paper (Black) | 12 boxes |

We would want you to provide us with an estimate of the prices, including sales tax and other fees, for the supply of the aforementioned items. Please send the above mentioned items no later than August 26 between 10 AM to 1 PM at the mentioned address.

Thanking You
Yours faithfully
Padam
Office In-charge

1. You are the Librarian at Devi charitable school, Lucknow. Place an order of school books and other story books for the school library with Chitrakoot book shop, Mall road, Lucknow.

Devi Charitable School
Lucknow.

August 21, 2022

Chitrakoot Book Shop
Mall Road
Lucknow

Subject – To place an order for school books and other story books

Dear Madam

I work as the librarian at Devi Charitable School in Lucknow. wish to order something for the school’s library. The required text books are:

|  |  |
| --- | --- |
| Gulmohar Readers (Class V and VI) | 12 |
| Together with Biology (Class XI and X) | 12 |
| Together with Chemistry (Class XI and X) | 7 |
| Mathematics by R S Agarwal (Class X and XII) | 10 |
| NCERT Physics (Class VI, VII and X) | 12 |
| Percy Jackson | 2 |
| Harry Potter | 12 |

Please ensure that the books be delivered by September 1, 2022. On receipt of the order confirmation, 50% payment will be made. After delivery, the other half of the payment will be made. I anticipate receiving a discount on the overall cost of the books because I am a regular client. I’m eagerly awaiting your confirmation. Additionally, there is something I want to mention. A number of the books in the most recent delivery had ripped pages. We chose not to disclose it because it was unimportant, but we won’t put up with another instance of this careless behaviour. Only after thorough bookkeeping is completed will the remaining half of the money be made.

Thank you|
Yours truly
XYZ

1. You are Rama, a student of class 10 at Pavan vidya niketan, Delhi and reside at 110/4, Rohini, Delhi. You require school text books, notebooks and stationery items. As you are unwell, place an order for home delivery with the school approved book seller , Gian pustak bhandar, Rohini.

110/4, Rohini
Delhi

20 August, 2022

The Manager
Gian Pustak Bhandar
Rohini

Subject: Supply of text books, notebooks and stationery items.

Dear Sir

Please refer to our three days ago telephone chat, during which we talked about the many text books, notebooks, and stationery supplies in your store that I require. I was unwell last week, therefore I wanted to get something from your business to be delivered to my house promptly and in good shape. So, kindly bring the products listed below to the aforementioned address.

|  |  |
| --- | --- |
| List of articles | No. of items |
| Maths Book | 1 |
| Science Book | 1 |
| Pencils | 2 box |
| Pens | 2 box |
| Erasers | 4 pieces |
| Sharpener | 3 pieces |
| English Book | 1 |

Please provide a price for the supply of the aforementioned items, taking into account sales tax and any additional fees. Please send the quotation by August 25.

Thanking You
Yours faithfully
Rama

4.You are Geetu a resident of Giani Nagar, Amritsar. You have just shifted to this new city and require a few furniture items and kitchen appliances for your house. Write a letter of order to Home and More, Mall road, Amritsar placing an order for the same.

Giani Nagar
Amritsar

21 August, 2022

The Sales Manager
Home and More
Mall Road
Amritsar

Subject: Placing order for electronics

Dear Sir

Please send the items listed below to the above-mentioned location in a safe manner.

|  |  |  |
| --- | --- | --- |
| Name of the Items | No. of Items | Brand |
| Fans | 4 | Bajaj |
| Microwaves | 1 | LG |
| Dish Washer | 1 | LG |
| Geysers | 1 | Nova |
| Almirah | 3 | Godrej |

All of the products should be in good shape, securely bound, and packaged. By the end of the month after the mailing of this letter, the products must be delivered. You would be liable for any damage that occurred during shipping. As in the past, we have never been given the chance to complain, and the goods have always arrived on time, in perfect shape, and in accordance with our requirements. This time, too, we anticipate receiving the same package. As has been customary over the past several years, kindly provide us with a reasonable discount.

Thanking you
Yours faithfully
Geetu

# Leave Application, Samples for School, Office, Medical Leave.

### **How to write a leave application?**

**Leave Application –**

At one point or another, we all have to take leave from the office or school. Leave Application is a [formal letter](https://www.successcds.net/learn-english/writing-skills/formal-letter.html) that is essential to request permission for absence. Taking leave without a leave application is like digging your own grave.

**Writing a leave application** is especially important when planning a vacation with family or friends, or if your absence is due to any unavoidable medical circumstances.

 A**good leave application** will let your boss understand your real situation and it will make things easy for you as well as your colleagues. This applies to students as well when they want to write a **one-day sick leave** addressing their **Principal** or class teacher in your School.

#### **Sick Leave Application for School**

In the case of students, it is really essential to apply for leave to avoid any complications in their assessment process. When you are unwell to attend the school, **you have to write a sick leave application addressing the principal of your school** or your concerned class teacher. The application can be written by the student himself or by his/her parents. While writing the application self, usually following format is used:-

To,

The Principal,

[Name of the school],

[Address],

[Date]

Subject: Application for leave.

Sir/Madam,

With due respect, I beg to say that**I am not in a state to attend the school as I am down due to the viral fever.** I have been advised by our family doctor that I have to take proper rest for at least [number of days] days. Therefore, kindly grant me leave for [number of days]. I shall be really thankful to you.

Thanking you,

Yours obediently,

[Your Name]

[Class and section]

[Roll No.]

#### **One day Leave Application for School**

For example, you are a student and you have some **urgent piece of work at home** because of which you will not be attending school the following day. In such a case, a casual leave application can be written addressing the principal of your school. A sample application is written here for your reference:-

To,

The Principal,

[Name of the school],

[Address],

[Date]

Subject: Application for leave

Sir/Madam,

I am a student of class [Your class and section] in your school. Actually, I have to go with my mother to visit my grandmother at her place due to some urgent piece of work. Therefore, it is not possible for me to attend school tomorrow. Therefore, kindly grant me leave for one day. I shall be really thankful to you for this kind act.

Thanking you,

Yours obediently,

[Your Name]

[Class and section]

#### **Leave Application for School Student for going Outstation**

There may be situations when you have to miss school for **attending some function out of the station** and it is important to inform the same to your school. Have a look at a sample application for such leaves:-

To,

The Principal,

[Name of the school],

[Address],

[Date]

Subject: Application for leave.

Sir/Madam,

I am a student of class [Your class and section] in your school. Next week, **my cousin’s marriage** has been scheduled at Delhi and I want to attend it. Therefore, it is not possible for me to attend school from [start date] to [end date]. Therefore, you are requested to kindly grant me leave for [number of days] days so that I can attend my family function. I shall be really thankful to you.

Thanking you,

Yours obediently,

[Your Name]

[Class and section]

[Roll No.]

#### **Sick leave application to the Principal.**

You are Jina a student of Palash Public School, Delhi. You are sick and need leave from school for two days. Write a letter to the Principal for the same.

Delhi

June 16, 2023

The Principal

Palash Public School

Delhi

Subject: Request for two days sick leave

Respected Sir

It is said with respect that I, Jina, am a student at your institution. I respectfully beg that you allow me two days of sick leave since I am **suffering from fever** and the doctor has advised me to take rest for two days. For your records, I will enclose a copy of my medical certificate with my application.

As a result, I respectfully request that you pardon my absence from school for the 16th and 17th of June. Kindly grant me leave for these two days.

Thanking you

Yours Sincerely

Jina