To,

[Name of Recipient]

[Recipient Company Name]

Date:

**Subject: Order Letter for Books for School Library**

Dear Sir/Madam,

I am [sender name], the [sender designation] of [mention school name] and I am writing this letter to place an order for getting books for our school library. I would be requiring the following books:

**Sr. #** **Name of Books**  **Author/Writer No. of Copies Required**

[mention the details of the Books required here]

Please make sure to deliver all these books by next [mention day of delivery] of the next week. Also don’t forget to dispatch the original invoice along with the books.

We will clear your dues within [mention days/weeks] of the delivery of order via, [mention mode of payment].

For further inquiries, make sure to contact us at the given below contact details.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]

[Sender’s School Name]