To,

[Name of Recipient]

[Recipient Company Name]

Date:

**Subject: Order Letter for Electrical Goods for Office**

Dear Sir/Madam,

Being the [sender designation] of the [mention company name], I am writing this letter on behalf of my company, so as to procure the order of electrical goods required from your company, [mention recipient company]. We have worked with your organization in the past as well, and we find your services quite satisfactory. The details of electrical goods that we would be requiring from you are as follows:

**Sr. #** **Furniture Name** **No. of Units**

[mention the details of electrical goods that you want to buy. Enter all details carefully in this form or any other way you prefer]

Please make sure to deliver these items as on or before [mention date of delivery]. Also make sure to transport these items with due care and proper packaging as any defected item will be returned.

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

I hope you will be able to fulfill our demands as per our requirements. For further inquiries, make sure to contact us at the given below contact details.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]