To,

[Name of Recipient]

[Recipient Company Name]

Date:

**Subject: Order Letter for Mobile Phones for Employees**

Dear Sir/Madam,

I am [sender name], the [sender designation] of [mention company name] and I am writing this letter to place an order for mobile phones for the employees of our office. I have heard a lot about the quality services that you provide to your clients at best possible affordable rates. We require mobile phones as per the following requirements:

**Sr. #** **Brand Name**  **No. of Units Hardware/Software Specs**

[mention all the details, like brand, quantity and specs of the mobile phones you want]

Please make sure to deliver these mobile phones as on or before [mention date of delivery]. Also make sure to deliver these items with due care and proper packaging as any defected item or an item not fulfilling the above mentioned requirements will be returned.

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]