To,

[Name of Recipient]

[Recipient Company Name]

Date:

**Subject: Order Letter for Sports Equipment for School**

Dear Sir/Madam,

Being [sender designation] of [mention sender’s school name], I am writing this letter to place an order for some sports equipment for our school. I have come to know that you have quite an experience in dealing with various sports equipment of various brands. So, I would like to order the following sports equipment

**Sr. #** **Sports Equipment Name Brand Name** **Quantity**

[mention all the details, like brand and quantity of the each item you want]

We have heard a lot about your organization that you have been in this industry for more than two decades. I also request you to kindly provide us special discount as we are purchasing for the very first time and will surely be purchasing equipment from you on regular basis.

Please make sure to deliver the above mentioned equipment within [mention number of days]. Also make sure that these items are handled, loaded and unloaded 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]