To,

[Name of Recipient]

[Recipient Company Name]

Date:

**Subject: Order Letter for Product/Item**

Dear Sir/Madam,

As a [sender designation] of [sender company name], I am writing this letter to procure [name of product/item] from you. Following are the details and specifications of the product/item that we require from you.

[enter the complete specifications of the product/item very carefully here]

Please make sure that all units of [name of product/item] are of high quality and well packed. Any damaged or defected unit will be returned. Make sure to deliver this order by [mention date]. We will clear your dues [mention days/weeks, within which you intend to pay the vendor] through [mention mode of payment i.e., cash or by check]

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

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]