

ODM Public School  
Sishu Vihar  
Patia  
Bhubaneswar

6<sup>th</sup> July 2021

The salesman  
ABC Publishing house  
Cuttack Road.  
Bhubaneswar

Subject - letter for ordering some books

Dear Sir,

I want to place an order for some books  
on behalf of the school. The payment  
can be made through cash / bank transfer.

I would like to order the following  
books for the school library

| S/No | Name                        | Qty            | cost<br>per<br>unit | Total |
|------|-----------------------------|----------------|---------------------|-------|
| 1    | Hindi <sup>story</sup> book | 5              | 25                  | 125   |
| 2    | English story               | 5 <sup>r</sup> | 20                  | 100   |

I would like these books in their latest condition and in original price. We are your regular customer so please apply proper discount on the order and please attach the bill along the order as the payment will be done at the delivery time.

Yours sincerely  
Angeeman Pradhani