

Write a letter to ABC publishing house, Cuttack Road, Bhubaneswar -4 placing an order of 200 story books of different authors for stocking up ODM public school library. You are Siya/Sam of class-X, library representative. Request the delivery to be made within 15 days of receiving the letter. Add other necessary details.

Ans → ODM PUBLIC SCHOOL
Patia, Bhubaneswar.

23 July 2021.

ABC publishing House
Cuttack Road, BBSR.

Subject: order of 200 story books.

Dear Sir/Madam,

I am Siya, of class 10 student and have been prescribed some story books. I want to order some books for school library, I request you to supply some literary story books.

The books are needed for school library. The principal has kindly considered to grant money for the purchase of some literary books.

Ans → You, therefore requested to supply the latest story books. The books should be reputed writers of India or abroad. The should be in English and Hindi.

The order is valid up to 15 days from the date of this letter.

yours faithfully
Siya Smith.