



# INDIAN SCHOOL DARSAIT DEPARTMENT OF ENGLISH



Subject : English	Topic: <b>Writing Skill- Letter Placing Order.</b>	Worksheet No. :16
Resource Person: Sumitha Julius Netto		Date : _____
Name of the Student : _____	Class & Division : _____	Roll Number : ____

	Marks
<p><b>FORMAT :</b></p> <p>Address given</p> <p>Date</p> <p>Ref.No. _____</p> <p>The Manager/ Proprietor Name of company Address of company</p> <p>Subject: _____</p> <p>Sir</p> <p>Body of the letter</p> <ul style="list-style-type: none"> <li>• Ref.No. to quotation dated</li> <li>• List of requirement/items to be ordered</li> <li>• Date on which delivery is required</li> <li>• Mode of payment</li> <li>• Items to be in good condition and as per requirement.</li> </ul> <p>Yours faithfully Name Designation</p>	
<p><b>SAMPLE :</b></p> <p>You are Kavita Puri, computer incharge of DPS. Your school wishes to buy 20 computers and computer accessories from Infotech Inc., 126, Ambience’s Palace, New Delhi. Draft a letter placing order giving all the specifications of the product and its quality.</p>	
<p>Delhi Public School Mathura Road New Delhi Ref.No.: 9365/16521</p> <p>24 August 2017</p>	

The Proprietor  
Infotech Inc.  
126, Ambience's Palace  
New Delhi

Subject: Placement of order for computers and their accessories.

Sir

This is to inform that our school management has decided to place an order with your company for supply of computers and computer accessories. The list of items is given below. All the products should be genuine Apple. The price quotation submitted by your agents has been approved and the institutional discount of 10% offered by you has been accepted.

Name of the Items	No. of Items	Remarks
Computer	25	Apple model 16
Headphones	15	Apple
Laptop	20	Apple
I-pad	18	Apple Air

Kindly make it convenient to send the delivery within 15 days of the issue of this letter. I am sure proper packing of the computers and accessories will be taken care of and any responsibility for the damage caused during transportation shall rest with you. I hope future repairs and maintenance will also be provided by you promptly and satisfactorily. The payment through a crossed cheque to your agent within a month of delivery.

Yours faithfully  
Kavita Puri  
(Head of Dept)

Practice :  
You are Nalini/ Vishal , Hostel Warden, Zennith Public School, Kosikalan, Uttar Pradesh. Write a letter to the Sales Manager, Bharat Electronics and Domestic Appliances Ltd., New Delhi, placing an order for a few fans, microwaves, ovens and geysers that you wish to purchase for the hostel. Also ask for the discount on the purchase.