

Preeti Puri

Quatb Industrial Area,

Una, Himachal Pradesh, 174303.

Date: 2/January/2021

Abhisekh Agrawal

Street No 4, Ward No 8,

Barnala, Punjab, 148101

Subject: Purchase Order

Dear Sir,

**1<sup>st</sup> Paragraph [ Background]** With regard to an enquiry we made on date \_\_\_\_\_ about \_\_\_\_\_, we wish to place an order for \_\_\_\_\_.

With reference to our meeting on 14th December, we would like to inform you that the order of \_\_\_\_\_ has been approved

Gov-----After reviewing all the tenders/quotations submitted by different organizations, we have selected your company for the order of \_\_\_\_\_

Gov---After vetting applications from various companies, we are pleased to inform you that we have selected your company for the order of five hundred pairs of school shoes.

**2<sup>nd</sup> Paragraph [Specifications]**

Colored Laser All in One Printer

Speed: 10 colored pages per minute

Weigh

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**3<sup>rd</sup> Paragraph [ Terms and Conditions] – payment details, where the goods need to be delivered, date**

Kindly also find the enclosed terms and conditions for the order for your reference.  
Kindly make arrangements for these goods to be delivered to our office address  
\_\_\_\_\_ not later than \_\_\_\_\_.

we hope to continue working together in the future.

We look forward to hearing from you.

Regards