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# Office Order Letter

**Acme Corporation**

789 Business Park

Gotham City, NY 10001

office@acmecorp.com

(555) 987-6543

July 9, 2024

**XYZ Office Supplies**

123 Supply Avenue

Metropolis, NY 10002

Subject: Order for Office Supplies

Dear XYZ Office Supplies,

I hope this letter finds you well. We are in need of additional office supplies to ensure the smooth operation of our daily business activities. We would like to place an order for the following items:

Item Description	Quantity	Unit Price	Total Price
Copy Paper (A4, 500 sheets)	50	\$5.00	\$250.00
Pens (Pack of 12)	30	\$4.00	\$120.00
Notebooks (200 pages)	40	\$3.00	\$120.00

Staplers	20	\$8.00	\$160.00
Paper Clips (Box of 100)	25	\$2.00	\$50.00
Desk Calendars	20	\$10.00	\$200.00
Sticky Notes (Pack of 6)	30	\$6.00	\$180.00

**Total Amount:** \$1080.00

Please deliver the above-mentioned items to our office at the address listed above by July 20, 2024. Kindly confirm receipt of this order and provide an estimated delivery date at your earliest convenience.

Payment will be processed upon receipt and inspection of the goods. If there are any questions or additional information required regarding this order, please do not hesitate to contact us at (555) 987-6543 or [office@acmecorp.com](mailto:office@acmecorp.com).

Thank you for your prompt attention to this order. We look forward to your confirmation and timely delivery.

Sincerely,

**John Smith**

Office Manager

Acme Corporation