

Order Letter For Books

Greenwood High School

123 Education Lane

Springfield, IL 62704

admin@greenwoodhigh.edu

(555) 123-4567

July 9, 2024

ABC Book Suppliers

456 Book Street

Metropolis, IL 62960

Subject: Order for Books

Dear ABC Book Suppliers,

I hope this letter finds you well. As part of our ongoing effort to provide quality educational resources for our students, we would like to place an order for the following books:

Book Title	Author	ISBN	Quantity	Unit Price	Total Price
"To Kill a Mockingbird"	Harper Lee	978-0-06-112008-4	30	\$10.00	\$300.00
"1984"	George Orwell	978-0-452-28423-4	25	\$12.00	\$300.00

"The Great Gatsby"	F. Scott Fitzgerald	978-0-7432-7356-5	35	\$8.00	\$280.00
"Pride and Prejudice"	Jane Austen	978-0-19-280238-5	20	\$9.00	\$180.00
"The Catcher in the Rye"	J.D. Salinger	978-0-316-76948-0	40	\$11.00	\$440.00

Total Amount: \$1500.00

Please deliver the above-mentioned books to our address by August 1, 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 books. If you have any questions or need further information regarding this order, please feel free to contact us at (555) 123-4567 or admin@greenwoodhigh.edu.

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

Sincerely,

Jane Doe

Principal

Greenwood High School