

Order Letter For Students

Greenwood High School

123 Education Lane

Springfield, IL 62704

admin@greenwoodhigh.edu

(555) 123-4567

July 9, 2024

ABC School Supplies

456 Supply Street

Metropolis, IL 62960

Subject: Order for Student Supplies

Dear ABC School Supplies,

We hope this letter finds you well. As the new academic year approaches, we are preparing to provide our students with the necessary supplies to ensure a productive and successful school year. We would like to place an order for the following items:

Item Description	Quantity	Unit Price	Total Price
Notebooks (100 pages)	500	\$2.00	\$1000.00
Pencils (Pack of 10)	300	\$1.50	\$450.00
Erasers	500	\$0.50	\$250.00
Rulers (12 inches)	300	\$1.00	\$300.00

Colored Pencils (Pack of 24)	200	\$5.00	\$1000.00
Glue Sticks	400	\$0.75	\$300.00
Scissors	300	\$2.50	\$750.00

Total Amount: \$4050.00

Please deliver the above-mentioned items to our school address by August 1, 2024. We would appreciate it if you could confirm the receipt of this order and provide an estimated delivery date at your earliest convenience.

Payment will be made upon receipt of the goods. 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 matter. We look forward to your confirmation.

Sincerely,

Jane Doe

Principal

Greenwood High School