

Letter of Ordering Goods Sample

Turner Lampshades

1685 Riverside Drive
Blairsville, GA 30512

Dear Turner Lampshades,

My name is Barbara. I would like to order 13 oriental lampshades from your catalogue. Their item number is #4564323534. They are listed at \$10 each.

I have included a certified check for \$130. That should cover the cost of the lampshades.

The address I would like these lampshades shipped to is:

Barbara D. Martin

3940 Lucky Duck Drive
Monroeville, PA 15146

Please use FedEx Express as your shipping method. They seem to be the most reliable delivery courier for my area.

If you have any questions or if any issues arise with my order, please do not hesitate to contact me at 345-453-5322.

Thank You,

Barbara