Create a formal letter for purchase order

From,

New Horizon College

3rd’A’cross 2nd main road

Kasturi nagar, banglore-43

TO

Sapna book house

1st ‘B’cross, 2nd main road

Indranagar, banglore-38

Dear sir \madam

Sub: Regarding purchase of book

I am looking forward to purchase books requesting you to please send the following books listed below table .we will abide by the terms and condition mentioned in your catalog

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl.no | Title of the books | Author name | Edition | publication | No. of copies |
| 1 | C programming | Dr ram | 3 | Subhas | 10 |
| 2 | Data structure | Sri kanth | 3 | Sky word | 15 |
| 3 | Mathematical | Balaji | 2 | Kalyani | 20 |
| 4 | computer | Dr ram | 3 | Subhas | 10 |
|  |  |  |  |  |  |

Please send the invoice at prices given in your catalog

THANKING YOU your

Faithfully

(Signature)