**Letter**

To

BJS collage, Pune  
10th Sept, 2023….  
M/s M.S. Book Depot  
Ram Nagar, Pune

**Subject:** Order for Library Books

Sir,

This is to place an order with your firm for the following Children Story Books for the school library. It has been decided by our school that we should organize a Book Fair on Independence Day. So, dispatch the undermentioned books at the earliest. Our Principal has already had held a telephonic discussion with you.

|  |  |
| --- | --- |
| **Books** | **Copies** |
| Fundamental of computer | 50 |
| C language | 75 |
| Math/stat | 88 |

The books should be properly packed and laminated. Please do send the bill with a proper discount meant for actual libraries.

Thanking you,  
Yours faithfully