Mr Kamal Agarwal is the sports instructor in your school. The principal asked him to place an order for buying hockey sticks, tennis racquets, cricket kits, and the necessary sports accessories required. Mr Agarwal decides to place an order with M/S Chhabra Sports Equipment, New Delhi. Write a letter placing an order for the same.

Arsh Saxena – Jan 24, 2022

ABC Public School

New Delhi

24 January 2022

Manager

M/S Chhabra Sports Equipment

New Delhi

Subject: Order for sports equipment.

Sir/Madam,

Our school has to buy some new sports equipment. We have shortlisted your shop and decided to give the order for the same.

Our requirements:

(1) Cosco hockey sticks x12

(2) Cosco tennis racquets x4

(3) Cosco badminton racquets x4

(4) Cosco tennis balls x4

(5) Cosco shuttle cocks x6

(6) Nike cricket kits x2

(7) Tennis net, badminton net, and volleyball net – 1 each

(8) Cosco basketballs x2

(9) Cosco footballs x3

We would like them to get delivered by next weekend. The payment will be cleared through cheque after the delivery. Please ensure that all the items are new and in perfect condition. Expecting fair prices and a s discount from you.

Thank you!

Yours sincerely,

Kamal Agarwal

(Sports Instructor)