

# Order Letter

August 19, 2016

Contact Name  
Address  
Address2  
City, State/Province  
Zip/Postal Code

## OBJECT: PURCHASE ORDER LETTER

Dear HTML,

This is an order for the merchandise described below:

### 1. QUANTITY

- 20
- 40
- 10

### 2. DESCRIPTION

- Cadbury
- French Fries
- Cola Bottles

Please ship as soon as possible. Payment terms shall be standard 2%10 / NET30.

Method of shipment: **FedEx**

Any questions regarding this order *should be directed to*: 127.0.0.1, @ +00 No Number, Wonderland.

Thank you for your prompt and expeditious handling of this order.

Sincerely,

Your name  
Your title  
(800) 123-4567  
youremail@yourcompany.com

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### Company Name

Street, City, State/Province, Zip/Postal code Tel: (000) 000-0000 / Fax: (000) 000-0000