Important phrases   
   
If you require some information you can say:   
   
Could you tell me if / when / how much / why…?   
I wonder if you could tell me…?   
I'd like to know…   
I'd like some information about…   
   
Could you tell me some more about…?   
I'd like some more information about…   
I'd also like to know…   
When/ How much / Why exactly…?   
There's something else I'd like to know…   
Can you give me some more details about…? (item, code no., price, delivery terms…)

Opening statements for letter of order.

* “This is with reference to the inquiry letter dated 12th March 2018, regarding the purchase of silk thread.”
* This is a follow up of our communication on 12th March and then on 21st March regarding a bulk purchase…”
* With reference to…
* Your letter of November 12
* Our meeting on September 3, ….
* Our conversation last week, ….

The Closing

* We have already made 50% of the payment at the SBI today at 12.20 PM.
* Hope to receive the order delivered on or before 22nd of this month.
* Kindly refer to the agreement on post delivery services such as clearance and stocking.
* Please find enclosed/attached:
* Receipt of the bank-payment
* Copy of your brochure’s table of content page, etc.

Paragraph 1 – Start the letter with what you have learnt about the company and its products.

Paragraph 2 – Draw a table and include “Order Number”, “Item name” “Item quantity” “Other Specifications.”

|  |  |
| --- | --- |
| Order No | #143521 |
| Item name | Grade 8 Mathematics text Book CISCE |
| Item quantity | 150 nos |
| Other Specifications | Hard bound/ Soft bound |

**OR**

|  |  |  |  |
| --- | --- | --- | --- |
| Order no | Item name | Item Quantity | Other Specifications |
|  |  |  | - |
|  |  |  | - |
|  |  |  | - |
|  |  |  | - |

Paragraph 3 – Refer to how, when, where you would like the delivery to be made.

Close the letter with how you hope for the delivery, etc. with seeking certain information.

Classwork

Write a letter to the Sales Manager, MMS Books, Ashok Vihar, Bangalore, placing order for five titles of books that you need for educational purpose. You are Sanju/Seema, 12/CA, Model Town, Kurukshetra.