NAME : PAWAN MAHADU SARULE

ROLL NO : 92 CLASS : FYBCA(Sci)

QUESTION : 11 DATE : 11 Dec 2020

* Q11. Create a format Letter using Word, to place a purchase order for procurement of books. Use table for list of books.

To,

Mr. XYZ,

ABC Publication,

ABC Chowk,

Pune - 01

Subject: Order of books.

Dear Mr. XYZ,

We are writing this letter to seek placement of a book order of books. We are ordering these books in order to distribute the same to our employees on the occasion of our company’s centenary celebrations on Dec 31st 2020. We want the books to be delivered before 25th Dec 2020 so that they are individually packed in our company covers for distribution on the said day.

So, we request you to kindly arrange for the books to be delivered on or before 25th Dec. Please find enclosed list of the books.

|  |  |  |
| --- | --- | --- |
| **List of the books** | | |
| No | Book Name | Qty |
| 1 | ABC | 1 |
| 2 | BCD | 5 |
| 3 | CDF | 6 |
| 4 | Qty | 9 |

We once again request you to kindly adhere strictly to the time deadline specified.

Thanking you,

ABC

ABC Pvt Limited.