

Sales manager,
RMS Books,
Ashok vihar,
Delhi

Subject:- placing an order for five titles
of books.

Sir,

Thank you so much for the catalogue
for your products. We are happy
to place an order with you
for the following items:-

S.No.	products Name	Quantity
1.	R.D. Sharma	2 sets
2.	S.L. Arora	5 sets.

By ~~our~~ enclosed draft number
issued by SBI delhi is X42.
I will send you rupees ~~₹~~1,000
in advance. Remaining amount
will be send immediately after
the receipt of the Bill.

Thanking you
yours faithfully
Sanjana.