To:

Recipient Name,  
Company Address,  
City,

Date:

Subject: Placing order of product [X]

We are very pleased to inform you about the order placement of [X] referring to the last agreement dated [X]. Your presentation was extraordinary and interesting, and after considering many concerns we have come to the result that your company is a suitable selection for the order.

Please note down the following details about the order:

We are in need of (product name), (Quantity), (Quality), and we will be paying you $[X] for one unit, that adds up to $[X] of which 50% will be paid in advance and the other half will be paid on the delivery of the order. It will be appreciated if the order could be delivered within 10 days of receiving this letter. I hope that you will not leave any corner for dissatisfaction with the quality of the product.

Hoping to have a long-lasting business relation,

Best regards,

Name of Buyer:

Signature:   
Date: