

# Letter for placing an order of books

Raja M.S. Public School, Jaipur

10th July, 20....M/s M.S. Book Depot

Ram Nagar, Bikaner

## **Subject: Order for Library Books**

Sir,

This is to place an order with your firm for the following Children Story Books for the school library. It has been decided by our school that we should organize a Book Fair on Independence Day. SO, dispatch the undermentioned books at the earliest. Our Principal has already had held a telephonic discussion with you.

*Little Angles Story Books By Ruskin Bond - **25 copies***

*Complete Series of Books By Harry Potter - **03 sets***

*Brave Deeds of Women During Freedom Struggle (By Dr.R. Prasad ) - **10 copies***

*A Road to Fascination By C. Rajgopalachari - **10 copies***

The books should be properly packed and laminated. Please do send the bill with a proper discount meant for actual libraries.

Thanking you,

Yours faithfully

Satish/Sonali

Student Prefect/Librarian