



Assignment No.2

Topic. : Letter of Order and Informal Letter.

Introduction : The letter written for placing an order has the same format as that of a formal letter. A letter is not just a piece of paper or a mail, in fact it is the idea, thought or a need that one is going to communicate to a person who is not physically present. Therefore, it is very important that all the aspects are covered properly and the thought that a person is going to put is clear.

Listed below are some very important points that will make letter writing an easy job for the students.

By following these points, students can easily write a letter, no matter what the topic is.

Tips to be followed:

- The letter should start with the **address of the writer**.
- Then the **date** should come.
- After that, write the **designation as well as the address of the receiver**.
- Next is the **Subject** which should be clear and precise.
- Add a suitable **salutation**.
- Now, start writing the Main Body. Make sure that it is divided into three paragraphs. It is important to make the letter presentable.

Para 1- Explain for what you are going to place the order.

Para 2- List out the details of the services or products that you are placing the order for in a tabular form to maintain clarity.

Para 3- Before concluding do not forget to mention the detail of the advance payment i.e. the amount, mode of payment i.e. cheque/DD, name of the bank on which it is drawn. Further mention by when you want to receive the order.

- Then sign off with subscription.

Further references:

[CBSE 10th English Language and Literature \(184\) Sample Papers, Previous Year Papers, and Last Minute Revision Tips](#)

[CBSE Sample Papers 2020 for Class 10 – English Language and Literature](#)

Sample Letter of Order

Q. As the Sports In-charge of Blossoms Public School, write a letter to M/s Aryan and Sons Ltd. placing an order for the sports items required for your school.

Blossom Public School
Ghaziabad

23rd March, 2020

The Director
M/s Aryan and Sons Ltd.
Karol Bagh
New Delhi-110005

Subject: Purchase of Sports Items

Dear Sir

This is with reference to the letter no.A341, dated 12th March 2020, wherein you have quoted the prices of Sports items. It is my pleasure to communicate to you that our school wishes to place an order for sports items for our gym and other field sports in bulk from your company. These items will be used in the activity room. The list of the items along with their quantity is given below:

S.No	ITEM NAME	ITEM CODE/BRAND	QUANTITY
1	Wicket keeping pads	SS	25
2	Batting pads	SS	30
3	Cricket ball (red)	SG	45
4	Cricket ball (white)	SG	60
5	Football	COSCO	70
6	Batting gloves	SS	30
7	Tennis balls	COSCO	40

You are requested to kindly deliver the order by 31st March 2020 ensuring that all the items are taken from the fresh lot. An advance payment of Rs.10,000/- is being made through Cheque no. 000243, dated: 25th March 2020, drawn on Bank of India. The balance payment will be made digitally on the delivery of the order.

Looking forward to hearing from you.

Yours faithfully

Anmay Marwah
[Sports In-charge]

Encl: Cheque no. 000243, dated: 25th March 2020, drawn on Bank of India.

Guidelines to be followed :

- Take the printout of sample Letter of Order and paste it in your notebook.
- The next two questions based on - Letter of Order and Informal letter are to be attempted in the same manner as the previous letter writing questions on A4 sheets.

Practice Questions

1. You are Arun, dealer of Electrical Appliances. As you are opening a new showroom in Greater Noida, write a letter ordering electrical appliances from M/s India Ltd., New Delhi for your new showroom.
2. You are Anoop Desai, Estate Officer of Bloom Public School. Write a letter to M/s Woodhouse Pvt. Ltd. to place an order for the furniture items for your school.

