

Order letter Practice Test (with Model Answers)

Q1. You are Kapil/Kavita, sports secretary of Ajax World School, Gurugram. You want to place an order for sports articles for the school cricket team to Rotary Sports, Janakpuri, New Delhi. Write a letter in about 120 words. Remember to include relevant information about quality and quantity of products, specific details, school discount, delivery date and mode of payment.

Q2. You are Niharika, Incharge of the Neighbourhood Library for children. Write a letter to Manautal Publishers placing an order for books 2 sets each of Panchatantra and Amar Chitra Katha in about 120 words. Mention mode of payment, library discount and date of delivery.

Q3. You are Meera / Madhur, librarian of Vidya Bharti, Cantt Road, Lucknow. Write a letter to Oxford Publication placing a detailed order of textbooks for classes 6th - 8th for your school library. Mention subjects and quantity. Ask for a discount on the catalogue price.

Q4. You are Ambica / Mohit, Librarian, High Scope Public School, Hauz Khas, Delhi. Write a letter to Jindal Publishers, Pratap Vihar, Delhi to place an order for English to Hindi dictionaries, illustrated children's encyclopedia, fiction books etc for your school library. Request them for a catalogue, discount offered, mode of payment and time taken for delivery.

Model Answers

Q1.

Ajax World School

Gurugram

May 10, 2025

The Manager

Rotary Sports

Janakpuri, New Delhi

Subject: Order for Cricket Equipment

Sir/Madam

I am Kapil, the Sports Secretary at Ajax World School in Gurugram. We want to order the following cricket equipment for our school team:

- 15 Cricket Bats (Size 6, High-quality Kashmir Willow)
- 20 Cricket Balls (Leather, Standard Weight)
- 10 Batting Pads (Adult Size, Lightweight)
- 10 pairs of Batting Gloves (Adult Size, Good grip and durable)
- 2 pairs of Wicket Keeping Gloves (Adult Size, Good padding and wrist support)
- 10 Cricket Helmets (Adult Size, Certified safety standards)

Please ensure these items are high-quality. We need delivery during the school hours at the school reception, before May 20. Let us know about any school discount available for this order. We prefer to pay by bank transfer after we receive the goods and the invoice. We look forward to your confirmation and a detailed invoice.

Thanking you

Yours sincerely

Kapil

Q2.

Neighbourhood Library for Children
Green Avenue, Delhi

May 21, 2025

The Sales Manager
Manautal Publishers
Delhi

Subject: Book Order for Children's Library

Dear Sir/Madam,

I am Niharika, writing to place an order for the two sets of books of Panchatantra and Amar Chitra Katha for our Neighbourhood Library for children.

Kindly ensure these are the latest editions with good print and binding quality. Our preferred mode of payment is via cheque upon delivery. As a library, we request that you kindly grant us the standard library discount applicable to this purchase.

We would appreciate it if the books could be delivered to our library during morning hours by May 27, 2025. The payment would be made by cheque. We look forward to receiving your confirmation and the invoice at the earliest.

Thanking you

Yours sincerely

Niharika

Q3.

Vidya Bharti

Cantt Road

Lucknow

May 21, 2025

The Sales Manager

Oxford Publication

Delhi, India

Subject: Order for Textbooks for Classes 6 to 8

Sir/Madam

I am Meera, placing an order for textbooks for our school library at Vidya Bharti, Cantt Road, Lucknow.

We need the 30 copies of NCERT textbooks of Social Science, Mathematics, English and Science for classes 6 to 8. Please send us the latest editions of these textbooks. We also ask for a discount on the catalogue price for this bulk order. Please ensure the books are delivered in good condition during the school hours at the reception within two weeks.

Our mode of payment will be via cheque upon delivery and verification of the order. We look forward to your confirmation and a detailed invoice.

Thanking you

Yours sincerely

Meera

Q4.

High Scope Public School
Hauz Khas, Delhi

May 21, 2025

The Manager
Jindal Publishers
Pratap Vihar, Delhi

Subject: Order Inquiry for School Library Books

Sir/Madam

I am Ambica, the Librarian at High Scope Public School in Hauz Khas, Delhi. We want to place a bulk order for our school library, which includes:

- 10 English to Hindi Dictionaries
- 36 Illustrated Children's Encyclopedias (Set)
- 150 Fiction Books for various age groups

Please send us your latest catalogue and price list. Let us know about the standard and any other discounts you offer for schools and libraries on bulk orders. Also, please state the payment methods you accept and the estimated delivery time. We look forward to your quick response and a good quote.

Thanking you
Yours sincerely

Ambica

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