[Date]

To

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

I am writing this letter to order t-shirts from your company, the XYZ limited.

I have ordered t-shirts before from your company and the experience was good. I want to place another order with the following details:

* Number: 20 t-shirts
* Design: US flag printed on the front (measurements: 5 by 5 inches)
* Color: black
* Size: 10 small, 5 medium and 5 large.

I need the t-shirts by 15th October 2019 so, kindly deliver accordingly.

I hope to receive the same quality t-shirts as the last time. I am attaching a picture of the sample design that I want to get printed on the t-shirts. If you have any questions, feel free to contact me at [Contact].

[Your Name]

[Title]