[Date]

To

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

I want to order t-shirts of the brand ‘The WSND’ from your XYZ store.

I visited your store last month and bought a t-shirt of this brand available at your store for my personal use. My experience was very good so, now I and two of my relatives want the same brand. However, as I cannot physically come to your store, kindly deliver the t-shirts with the following specifications:

* 3 t-shirts.
* 1 small and 2 medium.
* White color.
* Any design.

I want the t-shirts by 27th September 2019. Kindly order the t-shirts from the manufacturer accordingly so you can deliver them to me on time.

You can contact me at [Contact].

[Your Name]

[Title]