[Date]

To

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

I am writing this letter to order t-shirts of GTX brand.

I am a procurement manager at XYZ school and want to order t-shirts for our upcoming annual sports day. As you are the sole distributor of GTX brand in our locality, I am writing to request you for 30 t-shirts to be delivered on 15th December 2019. Following are rest of the details:

* Sizes: 10 x-small, 10 small, 10 mediums
* Design: plain
* Color: black

I hope to receive good quality t-shirts on the required date. Feel free to contact at [Contact].

[Your Name]

[Title]