

5th January 2021

New Star Sports Company
Kalkaji
New Delhi

Dear Sir/ Ma'am

Birla International School is a very renowned school in the field of education. On behalf of the school, I would like to place an order for sports items in bulk with your company.

Birla International School
Kishangarh,

These items will be used in the activities room, gym, and sports ground of the school starting from the academic session of the year 2021-22.

List of the items along with their quantity is given below:

Subject: Purchase of Sports Items

Name of the Items	Pieces Needed	Quality/Brand
Willow bats	25	Aero
Wicket keeping pads	30	---
Batting pads	45	----

All the items should be in good condition, well bound and packed properly. Any damage to these items during transportation will be your responsibility.

The items should reach the school in 10 days after the receipt of the letter; otherwise the order shall stand cancelled. Payment of the entire purchase will be done digitally.

Looking forward to hearing from you./
Looking forward to a fast delivery from your end.

Payment for these sports items will be made by an Account Payee cheque on receipt of the order. Please send the bill along with the sports items, mentioning the discount offered to our Institute.

Thanking you

Yours sincerely

