

## Order Placement Example

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6th June, 2016

Mrs Julie Smith,  
XY Financial Services,  
22 Elm Row,  
London,  
SW19 1EZ

Dear Mrs Smith<sup>1</sup>,

Following on from our recent correspondence regarding XY Financial Services, I would like to place an order with you. The order is for: <sup>2</sup>

- 12 x 'Introduction to Stock Brokering' online course
- 12 x 'Your Financial Future' books<sup>3</sup>

Please send me an invoice at the earliest opportunity, and I will pay it immediately. Can you also please ensure that I am informed when the order has been shipped?

Many thanks for your help.

Yours sincerely,<sup>4</sup>  
Mr Christy Keenan

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<sup>1</sup> Correct term when you know the recipient's name, but do not know them personally.

<sup>2</sup> Introduction is on-topic and to-the-point.

<sup>3</sup> Bullet points do not need full-stops or commas if they are not stand-alone sentences.

<sup>4</sup> Polite, correct way to sign off if you do not know the recipient personally.

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