

Date: ____ / ____ / 2026

To

The Manager

CHILDREN BOOK AGENCY

Deoria (UP) – 274001 | Phone: 9919747020 – 22 | Email: info@cbadeoria.com

Subject: *Supply of ordered books*

Sir/Ma'am,

On behalf of _____, I wish to place an order for the following books required for our school. Kindly proceed with the supply of the same at the earliest.

BOOK ORDER DETAILS

Sr. No.	Publication	Series and Book Title with Class	Quantity
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

Thanking you.

Yours sincerely,

Signature of Principal / Owner

(With School Stamp)

Name: _____

Designation: _____

School Name: _____

Phone Number: _____

For Office Use – CHILDREN BOOK AGENCY

- Order Received On: _____
- Order Reference No.: _____
- Expected Delivery Date: _____
- Prepared By: _____
- Authorized Signatory: _____