

Date: \_\_\_\_ / \_\_\_\_ / 2026

To  
The Manager  
**CHILDREN BOOK AGENCY**  
Deoria (UP) – 274001 | Mob: 9919747020 – 22 | Landline: 05568359005 | Email: childrenbookagency@gmail.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	Discount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	PG	NUR.	LKG	UKG

Thanking you.

Yours sincerely,

Signature of Principal / Owner  
(With School Stamp)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

School Name: \_\_\_\_\_

Phone/WhatsApp Number: \_\_\_\_\_

For Office Use – CHILDREN BOOK AGENCY

- Order Received On: \_\_\_\_\_
- Order Reference No.: \_\_\_\_\_
- Expected Delivery Date: \_\_\_\_\_
- Prepared & Authorized Signatory: \_\_\_\_\_