A **letter of order** is a document that tells or confirms about the sale and purchase of a product and also provides details of any such deed. ... You have to be sure what **order** you are placing; mention the details of the **orders** properly and clearly, if the quantity of the product should be written in both number and words .

PARAGRAPH ONE

* Mention what you are ordering

PARAGRAPH TWO

* Give details of your order
* size/shape/color/texture

PARAGRAPH THREE

* Give details of deliver
* How you want the goods to be delivered

by AIR or SHIP or by a DELIVERY TRUCK

PARAGRAPH FOUR

* Mention details of payment