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## Write a Request Letter for Supply lunch packets

**Question:** Write a letter to the Manager, haldirams, Nagpur requesting him to supply 60 lunch packets for your excursion party which would be traveling by G.T. Express from Delhi to Chennai. Your train would reach Nagpur at 2.15 P.,> Mention your coach number and the other relevant details. You are Priti/Pritam, Co-ordinator of the Excursion Party of Sriram Vidya Niketan, Delhi.

**Answer:-**

Sriram Vidya Niketan, Delhi  
8<sup>th</sup> May, 20...

The Manager, Haldirams, Nagpur (Maharashtra)

Subject: [Request letter](#) for supply of lunch packets

Dear Sir,

Our excursion party consisting of 60 members (students and teachers) has decided to travel by G.T. Express from Delhi to Chennai. Our train would reach Nagpur at 12-15 p.m. on 17<sup>th</sup> May 2010. Our A.C. coach number is G-5 and our seat numbers are from 1 to 60. All the students will be in the school. Uniform.

We shall have our lunch at Nagpur. Kindly arrange to supply 60 lunch packets as detailed under:-

1. Rice: 60 plates
2. Subzi: 60 plates
3. Dal: 60 Plates
4. Curd: 60 Plates
5. Chapattis: 120 Pcs.

Salad and papers for 60 persons. The payment would be made on the spot in cash. Please book our order and make the supply in time. All the items should be fresh.

Thanking you,  
Yours faithfully,  
Priti/Pritam