

Uniform Order Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

I hope this message finds you well. I am writing to formally request an order for the school uniform for my child, [Child's Name], who is enrolled in [Grade/Class].

We would like to order the following items:

- [Item 1] - [Size] - [Quantity]
- [Item 2] - [Size] - [Quantity]
- [Item 3] - [Size] - [Quantity]

Please let me know the total cost and the expected delivery date for these items. If there are any forms or payments required, kindly include the details.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]