

Order Letter for Wireless Network Setup

Date: [Insert Date]

To: [Service Provider's Name]

Address: [Service Provider's Address]

Subject: Order for Wireless Network Setup for Event

Dear [Service Provider's Contact Name],

I am writing to formally place an order for a wireless network setup for our upcoming event on [Event Date] at [Event Location]. We expect approximately [Number of Guests] attendees and require a reliable network to support [mention any specific needs such as streaming, presentations, etc.].

Details of the Order:

- Event Date: [Insert Event Date]
- Setup Location: [Insert Location]
- Number of Access Points: [Insert Number]
- Special Requirements: [Insert Any Special Requirements]

Please confirm the order and provide the necessary documentation regarding pricing, terms, and conditions at your earliest convenience. If you have any questions, feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]