

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Acknowledgement of Shipping Delay

Dear :

I received your notice of a delay in shipping on Date. Thank you for notifying me of the delay. I have been able to contact the vendors and reschedule their pick-ups. Your prompt reply in this matter has been much appreciated.

Please feel free to contact me for this or any future matters.

Sincerely,

N A M E