

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: Acceptance of Order with Delivery in Lots

Dear :

We received your order (order number) on Date. You ordered 52 packages of self-adhesive notes, 8 staplers, 20 standard headphones, 80 boxes of pencils, 100 bottles of correction fluid, 17 boxes of red ink pens, 24 boxes of blue gel pens, and 8 fountain pens. Because your order is quite large and diverse, we will be shipping your items to you in lots. Below I have listed the estimated amount of time it will take for you to received these items:

| | |
|--|-------------------|
| 52 Packages of self adhesive notes, 80 Boxes of Pencils, & 8 staplers | 3-5 Business Days |
| 20 standard headphones, 17 boxes of red ink pens | 2-4 Business Days |
| 100 Bottles of Correction Fluid, 24 boxes of blue gel pens, 8 fountain pens | 5-8 Business Days |

We apologize for this inconvenience. However, we will put forth our best efforts to have this items delivered to you in the minimum amount of time. If you have any questions, please do not hesitate to contact us.

Sincerely,

N A M E