

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 Cancellation of Backorder

Dear :

I received your notice on Date to cancel your backorder for the book, Gone with the Wind, or Just Gone to Far. I am sorry that we were not able to immediately obtain these books for you. However, I am very happy that you were able to locate them and obtain them immediately. I understand that these books were very important to the Film and Literature class you are teaching.

I do want to say thank you for your business. If you need any assistance in the future, please do not hesitate to contact me.

Sincerely,

N A M E