

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: New Shipment Arrival

Dear :

We will receive a new shipment of calendars on . Due to the large quantity of calendars that will be in this shipment, we are asking that everyone be ready to accept this shipment and have it processed expeditiously. It is imperative that these calendars be available to the public.

Thank you all for your assistance in this matter. If you have any questions or comments, please do not hesitate to contact me.

Sincerely,

N A M E