

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: Notice of Inability to Fill Orders

Dear :

We received your request to ship 100 cases of Queen Bee Honey to your business address. However, we are unable to meet your request at this time because of the popularity of our newest product. Currently, all requests for this item are on backorder and as soon as we are able to fill your order, we will ship it out immediately.

We appreciate your patience and understanding in this matter.

Sincerely,

N A M E