

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: Referral – Order to Local Dealer

Dear :

I have received your order for the tranquility desk fountain. I am sorry to report that I am currently out of these fountains. They are a very popular item and have been in high demand. However, I have contacted a local dealer and she has a few of these fountains left. I suggest you contact her regarding this order. She will be more than happy to help you.

If you have any questions, please do not hesitate to contact me. Thank you for your business and I hope I can be of further service to you in the future.

Sincerely,

N A M E