

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: Follow-up on Release of Pending Order

Dear :

Your order was pending shipment until we received your payment. Your payment was received {date}. We have shipped your order and you should be receiving it promptly. If you have any questions or concerns, please do not hesitate to contact us.

Thank you for your cooperation in this matter.

Sincerely,

N A M E