

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Company
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Address Line		
City, State Zip Code		

Re: Notice to Disregard Letter Indicating Inability to Ship

Dear :

Please disregard the notice you received stating our inability to ship 100 widgets. We currently have widgets in stock and we will ship your order to you overnight.

We apologize for any confusion this may have caused.

Sincerely,

N A M E