

Business Format Letter

Company Name
Address
City, State, Pin Code

Date

Mr. ABC
Position
Company Name
Address

Dear Mr. XYZ:

I am writing you concerning a recent purchase of widgets. Approximately two weeks ago, on October 1, I ordered a total of 50 widgets for Company, Inc. via the Widgets Galore client webpage. I received an email notification two days later confirming the receipt of payment and the shipment of the widgets. According to your website, shipments should reach their destination within 3-5 business days of being sent, but I have yet to receive the widgets. Do you have any information on what may have happened to delay the shipment or where the shipment is currently?

Thank you in advance for any help you might be able to offer.

Sincerely,

ABC
Vice President of CDF Pvt Ltd.
555-555-5555
email@companyinc.com