(Date of Letter)

(Name of Business)

(Street Address)

(City, State and Zip Code)

RE: Delivery Date

Attn: Shipping Department

Dear Shipping Department:

On the day of , certain items were ordered from your company, specifically:

(identify individual items ordered). It appears as though the day of , will be an appropriate date for delivery of these items from your business to my home. Kindly confirm with the undersigned your availability on the aforementioned date for delivery of the ordered items. If this is not acceptable, we will need to discuss a viable alternative date; therefore, your call to the undersigned will be appreciated. Thank you.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.