(Date of Letter)

(Name of Company)

(Attn: Fulfillment Administrator)

(Street Address)

(City, State and Zip Code)

RE: Product Fulfillment

Dear Fulfillment Administrator:

On the day of (month/year), the undersigned placed an order for (provide description of item ordered). The information that was available at the time of the order indicated that the order would be delivered within days. It is now some time past the order fulfillment date and the product still remains undelivered. Needless to say, certain concerns have arisen relative to product delivery and fulfillment by your company regarding misrepresentations that the product would be delivered within days of the order date.

Please advise immediately of the actual date when product is expected to be delivered. In the event it is not possible to deliver the product within ten days from the date of this letter, it is requested that the purchase price be refunded in full to the undersigned.

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.