

Company Name

Address

City, State/Province Zip/Postal Code

Telephone • Fax

June 7, 1993

Lou Picard

Food Services Department

Blue Yonder Airways

1412 Flyby Avenue

Anytown, WA 98999

Dear Lou Picard:

Thank you for your order number 9999 for our teak food service trays. Unfortunately, your shipment has been delayed because this item is out of stock. We hope to ship within the next 30 days. We apologize for the delay and any inconvenience this may cause you.

We will ship your order as soon as it is available. If you wish to cancel your order, please let us know and we will arrange a refund or credit, whichever you prefer.

Again, we apologize for the delay.

Sincerely,

Chris Fields

Account Representative