

<today>

<company.organization>
<company.address1.>
<company.city>,<company.state> <company.zip>

<salutation>

Thank you for your order of <date>. We are sorry that we must delay shipping it to you. We are holding the merchandise in readiness to ship on receipt of your remittance for <\$ amount>

Since our terms are always cash in advance until credit is approved, we have no facilities for C.O.D. shipment.

A credit application is enclosed for your convenience. Please return this as soon as possible to avoid similar delays in your future orders.

Sincerely,

<name>