<<**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.

Your credit application is currently being processed, and should be approved before your next order, preventing any future delays.

Sincerely,

<**name**>