

<today>

<company.organization>

<company.address1.>

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

Attn: Director of Purchasing

<salutation>

We regret to inform you that your order dated **<date>** will not be shipped until **<date>**. This has come about because of a minor problem over which we have little control. We can assure you that this is only a temporary situation and shall not affect future shipments.

If you have any questions or comments regarding this matter, please contact me directly by phone.Thank you.

Sincerely,

<name>