

[DATE]

[ADDRESSEE]
[COMPANY]
[ADDRESS]
[CITY], [STATE], [ZIP]

Dear [NAME]:

Thank you for your order of [MERCHANDISE] from our company. The invoice for [AMOUNT] is enclosed.

A portion of your order--[QUANTITY]--was shipped out this morning and should reach you within [NUMBER] days. We regret that to fill your order, we depleted our stock and must order the remainder of the [MERCHANDISE] from the manufacturer. You should receive the remainder of your order within [NUMBER] weeks. We apologize for the delay, but as a result of a special bulk rate we offered on this particular type of [MERCHANDISE], we sold much more than we had anticipated. We are, of course, offering you the same savings that were featured in the sale.

Thanks for your order. We look forward to doing more business with you in the future.

Sincerely,

YOUR NAME
YOUR TITLE