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August 1, 1995

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Dear [recipient's name],

Our Order No. [number]

Our order of [date of order] has not yet been filled, nor have we received notice concerning when the goods will be delivered.

Your quotation stated delivery would be by [date]. We wonder that you have not informed us of reason for delay.

This matter is now urgent and request you inform us immediately of the current state of our order.

Further delay will necessitate our seeking supply from a different source.

Sincerely,

[Sign here]

[type your name here]

[type your job title here]