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August 1, 1995

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Dear [recipient's name],

Our Order No. [number]

Your quotation for the above order stated it would be filled within [number] weeks. However, [number] weeks have passed since the order was placed and we have received no word from you

considering the state of the order.

Please contact me by phone or fax as soon as possible and let me know where our order stands.

If you are unable to comply within a reasonable time and under the conditions of the original quotation,

we shall have to cancel the order and source our requirements elsewhere.

We do not desire this outcome since past relations between our companies have been most acceptable.

Sincerely,

[Sign here]

[type your name here]

[type your job title here]