

# Business Letter Format

**Company, Inc.**  
**123 Alphabet Drive**  
**Los Angeles, California 90002**

**15 October 2016**

**Mr. John Doe**  
**Customer Service Representative**  
**Widgets Galore, Inc.**  
**987 Widget Street**  
**Miami, Florida 33111**

**Dear Mr. Doe:**

I am writing you concerning a recent purchase of widgets. Approximately two weeks ago, on October 1, I ordered a total of 50 widgets for Company, Inc. via the Widgets Galore client webpage. I received an email notification two days later confirming the receipt of payment and the shipment of the widgets. According to your website, shipments should reach their destination within 3-5 business days of being sent, but I have yet to receive the widgets. Do you have any information on what may have happened to delay the shipment or where the shipment is currently?

I have worked with Widgets Galore, Inc. in the past and have the greatest confidence in your products and customer service. We need the shipment of widgets soon, however, and I hoped you might be able to provide me with an idea of when I can expect them. Thank you in advance for any help you might be able to offer.

**Sincerely,**

**Sam Brown**  
**Vice President of Company, Inc.**  
**555-555-5555**  
**s.brown@companyinc.com**

# Format Of Business Letter

**J Ma**



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