

Mervin Acme  
Acme Sales Ltd.  
High Street  
Basingstoke  
BA2 1BH

Dear Merv:

Thank you for your recent order. We always appreciate an order from a valued customer.

Unfortunately, this item(s) has been delayed by our manufacturer.

We have put your order on priority back order and expect to be able to deliver shortly.

Again, thank you for your business. Our apologies if this causes you any inconvenience.

Sincerely,