Business letter format

company,inc.

123 alphabet drive

Los angeles,California 90002

Mr.john doe

Customer service representative

Widgets glore,inc

987 widget street

Miame,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 glore client webpage. I received an email norification two days later confirming the recipt of payent and the shipment of the widgets. According to your website,shipment should treach their destinationwithin 3-5 days of bein sent,but I have yet to recive the widgets.do you have any information on what may have happened to delay the shipment or where the shipment is correctly?

I have worked with widgets galore,inc. in the past and have greatest confidence in your priducts and costomer 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 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