NAMA PERUSAHAAN
jenis usaha perusahaan
alamat lengkap perusahaan
nomor telepon perusahaan

No: \_\_\_\_\_\_\_\_\_\_     \_\_\_\_ (tanggal) \_\_\_\_

Mr/Mrs/Ms
alamat lengkap
kota dan kode pos

Dear Mr/Ms,

We have received orders from your company with a number of orders \_\_\_\_\_\_\_\_\_\_. Following up on a reservation letter that you send the product, we were informed that the products you ordered is available and we had prepared.

These goods will be sent on \_\_\_\_\_\_\_\_\_\_ by using \_\_\_\_\_\_\_\_\_\_ services. Time required for delivery is \_\_\_\_ days, so the goods will arrive on \_\_\_\_\_\_\_\_\_\_. All letters completeness of our goods have been included in the product package we send.

Such notice is made. Thank you for your kind attention and cooperation.

Yours faithfully,

tanda tangan
(nama lengkap)
jabatan