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