

## Official Letter Format for Request

Date: \_\_/\_\_/\_\_\_\_

From,  
[Sender's name]  
[Designation]  
[Organization name]  
[Place]

To,  
[Recipient's name]  
[Designation]  
[Organization Name]  
[Place]

Dear [Recipient's Name],

We have been waiting for your goods. The products we had ordered from you have not yet arrived, as a result of which we are writing to notify you. Order number and date when order was placed are [order number] and [date] when it was placed, respectively.

Because the items on our above-mentioned order are in high demand, and we would lose a lot of business if we don't receive them, it is critical to us. [Mention what the recipient is expected to do to solve the problem. To ensure that all necessary information is provided, please make sure you provide clear instructions regarding what will happen next].

I'd like to express my appreciation for your assistance and look forward to doing business with you in the future. [Let him or her know that if he or she requires any help from you, you are ready to assist].

Thanking You,

Yours Sincerely,  
Employee Signature  
Employee Name