María Lopez

5259 Lucious Mission Suite 294

Trompchester 07110

January 01, 2023

Elizabeth Doe

Electric Engineering Company

833 Luettgen Cape

New Thora 17487 - 1281

Dear Elizabeth Doe,

I am writing you concerning a recent purchase of printers. Approximately two weeks ago i orderer a total of 50 printers for de Electric Engineering Company, received an email notification to days later confirming the receipt and the shipmnent of the printers. According to your website, shipments should reach their destination within 3 or 5 business days of being sent, but I have yet receive the printers. Do you have any information on what may have happened to delay the shipment or where the shipment is currently?

I have worked with your company in the past and I have the greatest confidence in your customer service. We need the shipment soon, however, I hoped you might be able to provide me with an idea of when can I expect them. Thank you in advance for any help you might be able to offer.

Sincerely,

María Lopez