



NOT FOR KEEPS 123 Main St, Fredericton, NB. Canada
1-506-472-1234, NFK@ainb.nb.ca,

123 Main Street
Fredericton, NB.
Canada
E3A 9P5

November 18, 2019

Attention Toy Distribution Director
Re-Found Treasures
238 Recycle Lane
Longview, TX
United States of America
75601-0132

**The Block Business format
requires:**

- 1 - the whole document be formatted for single spacing
- 2 - all text is Times New Roman and 12 point font
- 3 - all text is justified to the right margin
- 4 - Margins are 1" or 1.25 "

Dear Elizabeth,

RE : Delivery of Refound Treasures, Invoice # CA5436

I am contacting you because I have not yet received the toys ordered in Invoice # CA5436. The order was placed four weeks ago and delivery was expected two weeks ago. I have tried to use the tracking tool provided at time of ordering, but the tool cannot find any information regarding the invoice.

I would be pleased to accept a phone call to hear any information regarding the delivery of the shipment. Our business depends upon a ready supply of toys and we like your products and would like to continue doing business with you. We can be reached at the following phone number between the hours of 8 and 4 Atlantic time: 1-506-472-1234. Alternatively, we can be reached via email at the email address on the letterhead. If there is any further information you require from me I would be pleased to provide it.

I look forward to a contact to resolve this issue.

Sincerely,

Not For Keeps

Malcolm Mulligan