



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

If you are a Business  
Add a letter head – in the header of the document

123 Main Street  
Fredericton, NB.  
Canada  
E3A 9P5

Return Address

2 spaces

November 18, 2019

Current Date

4 spaces

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

Attention line – who are you sending the letter to

Letter Address

2 spaces

Dear Elizabeth,

Salutation

RE : Delivery of Refound Treasures, Invoice # CA5436

Subject Line

**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 "

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.

Introductory Paragraph: Brief and right to the point of the letter.

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.

Body Paragraph(s): additional information if needed.

I look forward to a contact to resolve this issue.

Sincerely,

Close

Not For Keeps

Company Name

*Malcolm Mulligan*

Signature of author

Malcolm Mulligan

4 spaces between Business name and typed name

If this is a letter being sent by an individual and not a business then the close is slightly different- see below  
4 spaces after Close type name of author, signature goes above typed name of author

Sincerely,  
*Malcolm Mulligan*  
Malcolm Mulligan