

2011年国际商务师考试业务外语外贸函电精华（二十二）

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导读：本篇为国际商务师考试业务外语外贸函电Delay in Completing an Order范文模板

#f70938>Delay in Completing an Order  
Gentlemen: I am writing to you concerning your Order No AB3523 which you placed five weeks ago. At that time we had expected to be able to complete the order within the delivery date we gave you which was July 5th, but since then we have heard our main supplier of copper has gone bankrupt. This means that we have to find another supplier who could fulfill all the outstanding contracts we have to complete. As you will appreciate this will take some time, we are confident that we should be able to arrange to get our materials and deliver consignments to our customers by the middle of next month. We regret the unfortunate situation over which we had no control and apologize for the inconvenience. If you wish to cancel the order it would be quite understandable, but we stress that we will be able to complete delivery by next month and would appreciate it if you could bear with us till then. Please let us know your decision as soon as possible. Thank you for your consideration. Yours sincerely,

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