Fictional example - created only to demonstrate the style of the Quick Start service

Alex Morgan
14 Example Close
Exampletown
EX1 2AB

12 September 2026

Customer Services
Northbridge Home Supplies
25 Market Way
Birmingham
B1 2AB

Re: Delayed delivery - Order LR-10482

Dear Customer Services,

I am writing about order LR-10482, which I placed on 2 September 2026 and was due to be delivered on 6 September 2026. The order has still not arrived, and I have not received a clear update confirming when I should expect it.

Please confirm the current status of the order and provide a firm delivery date. If you are unable to deliver it promptly, please cancel the order and arrange a full refund to the original payment method.

I would appreciate a written response within 7 days confirming how you intend to resolve this matter.

Yours faithfully,

Alex Morgan

SAMPLE