

Musterbrief mit der Bitte um Kenntnisnahme

BADEN AG

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Your Ref: AJ/sb
Our Ref: RZ/gh

14 February 20__

Mr Anthony Johnson
Customer Service Department
Fordham Vehicles PLC
Wolverton Road
LONDON
SW16 7DN
UNITED KINGDOM

Dear Mr Johnson

Our Order No AB-2319

We are writing to you with reference to our order of 10 December 20__ for 60 dynamos (Artex model 55) which should have been supplied by 31 January 20__, at the latest. We have tried to contact you by phone, but could not reach anyone in your plant who could help us in this matter.

It is essential that we deliver this consignment to our Greek customers on time as this was their initial order and would give us an opening into the Greek market. Our deadline is 17 March 20__ and the lorries have already been loaded except for the dynamos that still need to be fitted.

Unless we receive the components within the next five days, the order will be cancelled. In addition, we have to inform you that we will hold you liable for any loss sustained.

As this matter is urgent, we hope to hear from you promptly.

Yours sincerely

BADEN AG

Rudolf Zeitmann
Purchasing Manager

Sample of IHK Letter Format