

*M/s. Anna Food Products Ltd.
302, TUCSON AZ 85705, USA*

Ref.

December 20, 2013

*Manager
Michel Flour Mills Ltd.
10, Washington, New York*

*Dear Manager,
We have placed an order on December 05, 2013 for 2000 bags of flour to be sent within December 15, 2013. You have sent an order acknowledgement letter and promised to deliver the shipment within the stipulate time. But it is unfortunate that the actual delivery was delayed for 03 (Three) days.*

Due to your delay in sending the shipment, we could not maintain promise with our customers. Recurrence of this problem will force us to business elsewhere.

We expect that you will take the matter seriously and will take necessary step to prevent its recurrence. We are looking for future business.

*Thanking you,
(Mr. Jonson)*