Company Name

[Street Address]

[City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

On [date], we attempted to deliver your order, reference number [P.O. number]. There must have been a misunderstanding regarding this delivery because no one was available to sign for the order, even though that was the scheduled delivery date. We did not drop off the order. Please call me at [phone number] as soon as possible to arrange a new delivery time.

Thank you again for the order. We look forward to delivering it and to serving your needs in the future.

Sincerely,

Title