

Orders-Useful Phrases

You can use the following phrases:

- I am writing to you regarding...
- With reference to your letter...
- We would like to place an order for...
- The deadline for arrival for the goods is...
- The goods must arrive no later than...
- Please allow enough time for delivery. The goods should arrive by (day) at the latest.
- Please do not forget to send this order form together with your payment to...
- Your order number is...
- Please use this number for all correspondence.
- Please confirm the receipt of this order.
- We would like to amend our order number...
- I am afraid we must cancel the order because...
- We are in receipt of your order number...
- Your order is already being processed...
- Delivery will be made by ... (date) as requested.
- Due unforeseen circumstances, all orders have been delayed. Your order should be with you by...
- We regret to inform you that the goods/ items ordered are out of stock/ no longer available.
- We would like to offer you a substitute. Would you be interested in ...

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