

## Special Order Offer Letter

**This package contains:**

1. Instructions & Checklist for a Special Order Offer Letter
2. Special Order Offer Letter

## Instructions & Checklist for Special Order Offer Letter

- This package contains (1) Instructions & Checklist for Special Order Offer Letter; and (2) Special Order Offer Letter;
- This form is designed to assist you in drafting a letter for when you wish to offer to special order merchandise that is not in stock.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

November 9, 2010

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Ref: [Account Number]

Dear [Name of Recipient]:

Thank you for doing business with [Company Name].

I understand that you are interested in purchasing [Item]. Unfortunately, we currently do not have this item in stock. However, I would be happy to special order it for you. Special orders are subject to an additional [Fee Amount] charge. *[Delete if not applicable.]*

Please let me know if you are interested in making a special order, and I will request the item immediately.

In the meantime, I thank you again for choosing to do business with [Company Name].

Sincerely,

[Your Name]  
[Title]