**VOORBEELDBRIEF**

Neem deze brief over in je eigen briefformat en huisstijl

Plaats: (in te vullen)

Datum: (in te vullen)

Subject: consequences coronavirus

Dear sir, madam,

In relation with the media coverage of the coronavirus and possible delay in the delivery of goods, I ask you to give information on your expectations in the delay of delivery the order(s) we made. If delays are expected, what will be the duration of the expected delay.

These are the orders we made:

Ordernr. Product Date of delivery

………………………. ……………….............. ……………………….

………………………. ……………….............. ……………………….

………………………. ……………….............. ……………………….

As we sell the ordered products to consumers and the date of delivery to the consumers for a specific date (deadline) we have a great interest in being familiar with possible delays in the delivery.

We want to and have to avoid circumstances in which the consumer ends up empty-handed. To avoid liability, we have to act proactively in case of an uncertain delivery by offering an alternative to the consumer.

I would like to hear from you soon.

Kind regards,

Naam: (in te vullen)

Ondernemingsnaam: (in te vullen)

Telefoonnummer: (in te vullen)