**Write the Letter given below in a brief and concise form**

**8 August 2017**

**Dear Sir,**

**We are in receipt of your letter dated June 25, and have pleasure in informing you that the order you have placed with us will receive our best and immediate attention and the 15 ACs you require will be provided to you as soon as we are able to arrange and supply them to you.**

**We are, however, very sorry to say that our stock of these ACs is at this moments of time quite short, and owing to the extreme hot summer and the consequent increase in demand we have been informed by the manufacturers that they are not likely to be in a position to supply us with a further stock for another three weeks or so.**

**We are extremely sorry not to be in a position to satisfy your requirements immediately; but we wish to assure you that we will always try to do everything we possibly can, to see that your order for 15ACs is met as soon as possible. If you are not able to obtain from elsewhere the ACs you need or if you are able to wait for them until the end of the next of month, you are requested timely to inform us.**

**Once again expressing our sincerest regret at our inability to fulfill your esteemed order on this occasion with our usual promptness and trusting you will continue to favour us with buying from us.**

**Yours truly,**

**XYZ**