[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: REQUEST FOR AUTHORISATION TO SUBSTITUTE PRODUCT**

Dear [CONTACT NAME],

Our contract entered into on [Date] specifies that we will deliver [SPECIFY GOODS].

We are sorry that we have to inform you that those goods are unavailable because [SET FORTH REASON].

We now request your authorisation to send you the following product instead of the one that is currently unavailable:

[PRODUCT]

If this product is acceptable to you, would you please acknowledge your acceptance by letter.

We will look forward to your response.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]