

[Print on reverse side] [insert Address]

<<Contact Name>>
<<Trading/Company Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Name of Contact>>,

Re: <<Order No>>

We have not yet received [all] the goods ordered under reference of the above order. The order stipulated delivery by <<Date>>. The details of the order are as follows:

| Goods Description | Quantity | Value |
|-------------------|----------|-------|
| << >> | << >> | << >> |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total: | | |

[A copy of the original order is enclosed]

[These goods have been paid by our cheque of << >> in the amount of £<< >> inclusive of VAT.]

In our letter of <<Date>> we demanded immediate delivery of these goods. To date you have failed to remedy the breach of conditions of the order.

Accordingly, we hereby give you notice of our demand for reimbursement of the sum paid. Unless you reimburse this sum within << >> days of the date of this letter, we will take immediate legal action to enforce our rights. We advise that we reserve all our legal rights.

Thank you for your immediate attention.

Yours sincerely

<<Name>>
<<Title>>
For and on behalf of <<Company Name>>