

[Print on reverse side] [insert Address]

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

<<Date>>

Dear <<Name of Contact>>,

Re: <<Reference>>

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

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

[A copy of the original order is enclosed.]

[These goods have been paid by our cheque/credit card on <<Date>> in the amount of £<<Amount>> inclusive of VAT.]

Therefore, we demand the immediate delivery of the goods ordered. Failure to deliver the goods on the agreed date is in breach of the conditions of the order. Unless the goods are delivered to us within << >> days, the purchase order will be cancelled [and we will require our money back] or a credit note issued in our favour]. Please be advised that we reserve the right to cancel the order.

Thank you for your immediate attention.

Yours sincerely

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