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*Your Law Firm Name Goes Here*  
*Any City, Any Town, Any State*

DEMAND OF DELIVERY

Date: \_\_\_\_\_

To: \_\_\_\_\_

Dear \_\_\_\_\_:

The undersigned has made full payment to you in the sum of \$\_\_\_\_\_  
for certain goods to be shipped by you pursuant to our accepted order  
dated \_\_\_\_\_, 20\_\_\_\_. We demand delivery of said goods in  
accordance with our  
order, since said goods have not been received as per terms of our order.

Unless said goods are received by us on or before \_\_\_\_\_,  
20\_\_\_\_, we shall consider you to be in breach of contract and we shall  
thereupon expect a  
full refund, reserving such further rights as we have under the Uniform  
Commercial Code,  
for any other damages sustained.

We shall appreciate immediate notification of your intentions on this matter.

Sincerely,