

# Notice of Demand for Delivery of Goods

Date: \_\_\_\_\_, 20 \_\_\_\_\_

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

RE: Demand for Delivery of Goods

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

On \_\_\_\_\_, 20 \_\_\_\_\_, by our purchase order  
# \_\_\_\_\_, a copy of which is enclosed, we ordered the following goods  
from you:

We paid for these goods by our check # \_\_\_\_\_, dated \_\_\_\_\_,  
20 \_\_\_\_\_, in the amount of \$ \_\_\_\_\_. This check has been cashed by you.

To date, the goods have not been delivered to us. We, therefore, demand the immediate delivery of these goods. Unless the goods are delivered to us within ten (10) days of the date of this letter, we will take action to cancel this purchase order and have our money returned.

Please be advised that we reserve all of our rights under the Uniform Commercial Code and any other applicable laws.

Thank you for your immediate attention to this matter.

Very truly,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name