|  |
| --- |
| Company Name |
|  |

Date

Street Address

City, ST ZIP Code

**Notice of Withheld Delivery**

Date: \_

To: \_ (Customer)

Reference is made to your order for certain goods under
date of \_, 19\_.
We are withholding delivery for the reason(s) checked:
\_\_ Required payment has not been made.
\_\_ You repudiated or withdrew your contract to buy.
\_\_ You failed to furnish requested shipping instructions.
\_\_ Certain goods are back ordered and shipment will be
made in single lot.
\_\_ Other (Describe)

Sincerely,

Your Name