|  |
| --- |
| 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