

# Demand Letter for Non-Delivery of Goods

Date:

Recipient Name:

Recipient Address:

Subject:

Dear [Recipient Name],

Order/Invoice Number:

Order Date:

Details of Goods Ordered:

Agreed Delivery Date:

Non-Delivery Explanation:

Demand/Action Required:

Consequences (if not delivered):

Closing:

Sender Name:

Sender Position/Title:

Sender Contact Information: