

Notice of Withheld Delivery

Date:

To: (Customer)

We refer to your order for certain goods dated the _____ day of _____, 201(x). We are withholding delivery for the reason (s) checked below:

_____ Required payment has not been made.

_____ You repudiated or withdrew your contract to buy.

_____ You failed to furnish required shipping instructions.

_____ Certain goods are back ordered and shipment will be made in single lot.

_____ Other: _____

Yours very truly, _____