WITHHELD DELIVERY NOTICE

Date:

To:

Dear

Reference is made to your order for certain goods under date of ,

(year), as per your Purchase Order No.

We are withholding delivery for the reason(s) checked:

_____ Overdue balance of $_____must first be paid.

_____ Required payment of $_____has not been made.

_____ You previously withdrew your order.

_____ You failed to furnish required shipping instructions.

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

_____ Other

Please respond to this notice so we may fulfill your order without further delay or inconvenience.

Very truly yours,

_____