

## Goods Not Received Notice

Date:

To:

Address:

Subject: Goods Not Received

Dear ,

This notice is to inform you that the following goods, as detailed in our purchase order, have not been received as of today.

<b>Purchase Order Number</b>	<input type="text"/>
<b>Description of Goods</b>	<input type="text"/>
<b>Order Date</b>	<input type="text"/>
<b>Expected Delivery Date</b>	<input type="text"/>

Kindly provide an update regarding the status of the shipment or arrange for delivery at the earliest possible time.

Looking forward to your prompt response.

Sincerely,