

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:

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