

Notice of Unfulfilled Delivery

Date:

To:

Address:

Dear ,

We are writing to formally notify you that, as of today, the delivery of the following goods/services remains unfulfilled:

Description of goods/services:

Original order/reference number:

Scheduled delivery date:

Kindly address this matter by delivering the goods/services at the earliest. If delivery cannot be fulfilled, please contact us immediately to discuss the next steps.

Thank you for your prompt attention to this matter.

Sincerely,