

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Vendor Name]  
[Vendor Contact Person]  
[Vendor Address]  
[City, State, Zip Code]

**RE: NOTICE OF DEMAND FOR FAILURE TO DELIVER GOODS (Purchase Order #[Number])**

Dear [Contact Person Name],

This letter serves as a formal demand regarding the goods purchased under Purchase Order #[Number], dated [Date of Purchase]. As per our agreement, the specified goods were scheduled to be delivered no later than [Original Delivery Date].

As of today, [Current Date], we have not received the following items:

- [Item Description 1]
- [Item Description 2]

Your failure to deliver these goods on time constitutes a breach of our procurement agreement. This delay is causing a significant disruption to our operations.

**Demand:** We hereby demand that the aforementioned goods be delivered in full to our designated address no later than [New Firm Deadline Date].

If you are unable to fulfill this delivery by the date stated above, we demand a full refund of the amount paid, totaling \$[Amount Paid], to be processed immediately. Furthermore, we reserve the right to cancel the order without penalty and seek legal remedies or cover for damages resulting from this delay.

Please confirm receipt of this notice and provide an updated shipping tracking number immediately.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Job Title]