

DEMAND OF DELIVERY

{Date}

To:

{Name}

{Address}

{City, State, Zip}

Dear **{Recipient}**,

We are writing to officially notify you that we are demanding the delivery of the goods we ordered on **{date}**.

Payment for these goods was made in full on **{date}**, and the expectation was that you would deliver said goods in a timely manner following the prompt payment.

If we do not receive the goods on or before **{date}**, you will be in breach of contract. At that point, we will expect a full refund. We also reserve the right to pursue other avenues, as covered by law, for any damages we have sustained.

Your immediate attention to this matter is appreciated.

Sincerely,

{Sender}