

ON THE LETTERHEAD

[Date]

[Recipient's Name]

[Recipient's Designation]

[Recipient's Address Line 1]

[Recipient's Address Line 2]

NOTICE OF DELIVERY WITHHELD AT [PLACE]

Dear Sir,

Pursuant to your Purchase Order dated _____, bearing PO No. _____, and our conformation of the Order vide Acknowledgment and Confirmation Letter dated _____, bearing Order No. _____, we had dispatched the ordered goods for delivery to you on [date], as per the delivery schedule agreed upon at the time of your placing the Order. However, we have been told that the shipment has been withheld at [Place/Port] for the following reason(s):

- 1.
- 2.

We are, therefore, writing to you to inform you about the delay in the delivery of your Order. We have been told that the shipment may take up to _____ days before it is released, after which it shall take _____ days to reach you. You are requested to plan accordingly.

While this delay in the delivery is due to none of our acts or omissions, we apologize for the inconvenience it may cause to you.

Regards,

[Name]

[Designation]

[Address Line 1]

[Address Line 2]

[Contact Number]

[Email Address]