

[Date]

[Recipient's Name]

[Recipient's Designation]

[Recipient's Address Line 1]

[Recipient's Address Line 2]

DEMAND FOR DELIVERY

Dear Sir,

We have placed an order with you for the purchase of _____ vide Purchase Order dated _____, bearing PO No. _____, accepted on _____ vide Acceptance and Acknowledgment Receipt bearing Order No. _____. Full payment against the said Order has already been made to you.

The delivery date for the said Order was _____, however, we have not received the delivery up till now. We, hereby, demand the delivery of the goods as per the agreed terms of the Order.

Please note that unless the goods are delivered to us by [date], you shall be considered to be in breach of the terms of the contract, and we shall, thereupon, demand and expect a full refund of the payment made to you against the order. Such refund shall be without any prejudice to any further rights which we might have under the laws of Pakistan for the recovery of damages sustained in lieu of the order.

A quick notification of your intentions regarding this matter shall be highly appreciated.

Sincerely,

[Name]

[Designation]

[Address Line 1]

[Address Line 2]

[Contact Number]

[Email Address]