

COMPANY NAME
ADDRESS
CITY, STATE ZIP
E-MAIL: NAME@NAME.COM

(xxx) xxx-xxxx

FAX (xxx) xxx-xxxx

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Name
Company
Address Line
City, State Zip Code

Re: Withheld Delivery

Dear Name:

We received your order for 26 pounds of tilapia , however, we will not be able to supply your restaurant with more shipments until your previous invoice balance of \$50,000.00 is paid.

Once payment is made, we will be happy to proceed with your shipment.

Sincerely,