

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

		Return address:
		Company
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Return of Purchase Order and Request for Advance Payment

Dear :

We have received your purchase order of 700 disposable cameras. We thank you for choosing Cheese and Click to ensure your memories. However, our terms and conditions specify that with such a large order, we must request advance payment. Therefore, we are returning your purchase order. Please resubmit your order with either a sight draft, or an irrevocable letter of credit. We will be more than happy to fill this order when we receive payment.

Once again, thank you for choosing Cheese and Click.

Sincerely,

N A M E