[DATE]

Contact Name

Address

Address2

Country

City /Province

Postal Code

**RE: NOTICE OF HELD DELIVERIES UNTIL PAST DUE BALANCE PAID**

Dear [CLIENT NAME],

The purpose of this letter is to notify you that we will not be able to deliver any more goods to you unless we are provided with sufficient assurance that payment will be received. Until now, we have been experiencing difficulties obtaining your payment for the [PRODUCTS] and this must change.

You have left us with no other realistic alternative to withholding any future deliveries.

Please let us know as soon as possible what your decision is *in re*gard to your willingness to provide us with the adequate assurance we are requesting.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]