[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: NOTICE OF RECLAMATION**

Dear [CONTACT NAME],

Certain goods have been shipped to you, as itemised by the attached invoices [INVOICE NUMBER/S], within the past [NUMBER] days.

We have since been made aware that your firm has been declared insolvent, and therefore we demand the return and reclamation of all goods delivered to you within the [NUMBER] days prior to this notice.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]