[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: NOTICE OF WITHHOLDING FUTURE DELIVERIES**

Dear [CONTACT NAME],

We hereby give notice that we are withholding all further delivery of goods to you under the specific contract between us, dated [DATE], in which the terms and conditions for our sale to you of [DESCRIPTION OF GOODS] are set out.

We are taking this action due to the fact that you have breached the contract by [MANNER IN WHICH CONTRACT HAS BEEN BREACHED]. This breach of contract occurred on [DATE], and so, unfortunately, we have to apply the steps as stated in section [SECTION OF CONTRACT] of our contract.

If you are prepared to provide us with adequate assurance of due performance in the future, we will reinstate said contract and deliveries to you will be resumed in accordance with our contract.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]