[DATE]

Contact Name

Address

Address2

Country

City/Province

Postal Code

**RE: RETURN OF PURCHASE ORDER AND REQUEST FOR ADVANCE PAYMENT**

Dear [CLIENT NAME],

The purpose of this letter is to inform you that you purchase order number [NUMBER] has been referred to us. We are aware that the details are as follows: item number [NUMBER], quantity [QUANTITY], model [MODEL], and price per unit [AMOUNT]. Our terms and conditions state that regardless of the order size, orders are accepted with full payment in advance including enough to cover shipping costs.

As a result, we are returning your purchase order. Please resubmit your order with either a sight draft or an irrevocable letter of credit. We expect shipping charges to be in the vicinity of [AMOUNT] per unit ordered.

Thank you for your order. We look forward to working with you in the future.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]