***Important note:***

*Please note that this letter should be personalised depending on your situation, namely the fields highlighted in yellow. Don’t forget to delete our comments in* ***grey*** *and this note.*

Mr/Ms

Your name

Your address

**Registered letter**

Company name

Address of the company

Place, date

**Re: Order no. XXX – default notice**

Dear Sir/Madam

I am writing in regard to the purchase contract/order confirmation concluded on DD Month YYYY for *(enter the item here)*.

To date, I have not received the corresponding delivery.

I request that you deliver the item by DD Month YYYY.

If the delivery does not arrive by this deadline, you will be in default. I will then inform you as to how I intend to exercise my rights.

I hope for a prompt delivery. Yours faithfully

Name and signature