

From:

[Your Name/Company Name]

[Your Address Line 1]

[Your Address Line 2]

[City, State, ZIP Code]

To:

[Recipient Name/Company Name]

[Recipient Address Line 1]

[Recipient Address Line 2]

[City, State, ZIP Code]

Date: [Date]

Subject: Legal Notice for Failure to Deliver Goods

Dear [Recipient Name],

This is to formally notify you that, as per our agreement dated [Agreement Date], you were to deliver [Description of Goods] to us by [Delivery Date]. However, as of today, the said goods have not been delivered, nor have you provided any valid reason for the delay.

Despite multiple follow-ups, the delivery remains pending, causing us significant inconvenience and loss.

Kindly treat this letter as an official legal notice to deliver the aforementioned goods within [Number of Days, e.g., 7] days of receipt of this notice.

Failing which, we shall be constrained to initiate appropriate legal proceedings against you at your cost, risk, and consequences.

We hope this matter will receive your immediate attention to avoid unnecessary legal action.

Yours sincerely,

[Your Name]

[Your Designation, if any]

[Your Company Name]

(Signature)