

Demand for Goods

HMS, Inc.
1111 East Street - Hometown, USA
(111) 555-1111

[Date]

[AddresseeXX
XXXXXXXXXXXX
Theirtown, USA]

To: [seller]

We issued our purchase order # _____ to you on _____,
20___, specifying a shipping date of _____ (see copy of
purchase order attached). You accepted our order [OR-By our
check # _____ dated _____, 20___, we paid for this order]
in full. To date we have not received the items specified.
Demand is hereby made for delivery of said goods.

Sincerely,

H.M. Smith