

Notification of Non-Shipment

HMS, Inc.

1111 East Street - Hometown, USA

(111) 555-1111

[Date]

[AddresseeXX
XXXXXXXXXXXX
Theirtown, USA]

To: [purchaser]

We are holding shipment of an order received from you on purchase order # _____ dated _____, 20____, for the following reason(s):

- Non-payment.
- No shipping directions were provided—please advise.
- Your account is on credit hold—please contact our Accounts Receivable Dept.
- The following items are on back-order:
 - 1.
 - 2.
 - 3.
- Please notify us if a partial shipment is acceptable—your order indicates “ship complete only”.
- Other:

Sincerely,

H.M. Smith