**#1**

I am writing this letter to advise that the deadline for delivery provided to you by our company has expired. The delivery was due last week. And it has not been received yet. The delivery wasn’t supplied, and we did not even receive any updates regarding the delay in delivery or the new delivery date.

Can you please make sure to deliver our goods by the end of the day today? Also note that due to this delay in delivery, our production has been stopped, which means a loss in profits. As per our trading agreement, we will be charging you a penalty as well.

#2

This letter is a reminder that the stock due in the last week has not been received yet. We submitted a requisition for the supply of the goods on-site two weeks ago. We did not receive the stock, nor did we receive any notification regarding the delay in delivery.

Considering the consequences and seriousness of this project, a delay in delivery is not very profitable for us and exposes us to reputational risk. In our recent meeting, it was highlighted that, due to the non-availability of resources, the pace of our work has slowed down. We would, therefore, like to notify you that we need an urgent resolution to this problem, along with a reminder that we will be penalizing you for this delay and the loss it has caused.