[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: DEMAND FOR INSTRUCTIONS**

Dear [CONTACT NAME],

We have not yet received from you the instructions necessary to make delivery of goods covered by our contract [NUMBER] dated [DATE].

We request you to forward such instructions promptly.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]