[DATE]

Contact Name

Address

Address2

City

State/Province

Zip/Postal Code

**RE: NOTICE TO SUSPEND DELIVERIES AND REQUEST FOR RELEASE**

Dear [CONTACT NAME],

Your delivery, delivery note [DEL NOTE NUMBER] of [DESCRIPTION OF GOODS] which was received by us on [DATE], does not meet the specifications as outlined in our contract [NUMBER] dated [DATE].

These goods do not meet our stated requirements so we are requesting that, with immediate effect, you stop any future deliveries as called for in our above referenced contract and release us from that certain contract.

As we must provide our customer with the appropriate goods within a specific period of time, as per our contractual obligations, we will make our future purchases from a different supplier.

Please can you forward your release notification as soon as possible.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]