Request for Refund of Delayed Goods

From,

[Your Name],

[Your Address],

[Your Phone Number]

[Your Mail]

Date:

To,

[Receiver’s Name],

[Address],

[Phone Number]

[Mail]

Dear [Name] Sir/Ma,

On the [Date you placed order], I placed an order with you for a [mention the product]. The product has still not been delivered. We agreed at the point that I placed the order that it would arrive on the [expected date], under the Consumer Rights Act you are required to deliver the product to me at the agreed time. As I have still not received the appliance and it is past the agreed time, I believe you’re in breach of contract. I made it known to you that it was essential that the appliance be delivered to me by [the expected date of delivery]. I consider our contract at an end and will expect you to refund me the full purchase price of the appliance.

Yours faithfully,

[Your Name]