

Gentlemen:

Your delivery of [description of goods] which was received by us on [date] does not meet the specifications as outlined in our contract of [date] .

Inasmuch as this merchandise does not meet our requirements, we are hereby requesting that you suspend any future deliveries as called for in our herein referenced contract and release us from that certain contract.

Due to our contractual commitments, we must supply our customer with the appropriate goods within a specified period of time which requires that we now proceed to make our purchases from a different source.

We would appreciate receiving your release as soon as possible.