

[Print on

insert Address]

<<Contact Name>>
<<Trading/Company Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Name of Contact>>,

Re: Re approval

On << >>, as per our order no. << >> enclosed, we received the following goods from you on approval:

<< >>
<< >>
<< >>
<< >>
<< >>
<< >>

Please be advised that we have dec ds to you.

Thank you very much for the opport ds.

Yours sincerely

<<Name>>
<<Title>>
For and on behalf of <<Company Na

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