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

<<Date>>

Dear <<Name of Contact>>,

Re: Yo...........<< >>

We thank you for your order referred............ssed to be on your standard terms and conditions.

Unfortunately, your standard terms a...............eptable. We can only supply goods on our standard terms and condition............n are enclosed.

Please confirm your acceptance of o..............onditions of sale by return. The goods ordered will be set aside and ....atch for a maximum of << >> days.

[If we have not received your rejecti.................nditions within << >> working days we will dispatch your goods as orde................elivery by you will constitute acceptance of our terms. If you are n................ur terms, please return the goods to avoid incurring liability for them.]

Yours sincerely

_____
<<Name>>