

[Print on

insert Address]

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

<<Date>>

Dear <<Name of Contact>>,

Re: <>

This letter is to confirm that we shall <>tain goods we have supplied to you  
and credit your account. The terms of

1. The value of the goods returned <>
2. We shall deduct << >>% of the <>dling charge and credit your  
account with the balance
3. All return goods shall be in a return must be goods we either currently  
stock or can return to our supplier. We reserve the right to refuse the return of  
goods that do not correspond to the original order.
4. You shall be responsible for the transport. The risk of loss or damage in transit.  
Goods shall not be accepted for return until they have been received, inspected and approved the
5. [Our agreement to accept return goods is conditional upon your agreement  
to settle any remaining balance in accordance with the terms:

**Amount**

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

Yours sincerely

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

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