

[Print on front of envelope] [insert Address]

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

<<Date>>

Dear <<Name of Contact>>,

Re: <<Reference>>

On << >> we delivered/dispached << >> to you pursuant to your order no. << >> dated << >>:

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

On << >>, we received notice that << >> of these goods without satisfactory explanation. We therefore request that << >> an adequate explanation for this rejection. Unless we are provided with << >> in << >> days, we will have no option but to enforce payment for the goods.

Please be advised that we reserve a right to return the goods.

Thank you for your immediate attention.

Your sincerely

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