

[Print on

insert Address]

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

<<Date>>

Dear <<Name of Contact>>,

Re Your Order No. << >> Invoice No.(s) << >>

Reference is made to your order dated << >> which is enclosed.

We delivered the goods in accordance with your order but you have refused to accept them. We now consider the purchase of the goods wrongfully breached by you.

Accordingly, we shall not attempt further delivery and hold you liable for all damages arising from your failure to fulfill your order.

Should you wish to rectify the situation, please contact us immediately every you must call us immediately and we shall arrange re-delivery at your expense.

Please contact us immediately should you have any queries on this matter.

Yours sincerely

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