[Print or ... insert Address]

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

<<Date>>

Dear <<Name of Contact>>,

Re: ...   >>

You currently have goods of ours in ... consignment note for delivery to:

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

This is to confirm our previous instru... p delivery of these goods and return them to us; we shall pay retur...

No negotiable bill of lading or docum... vered to our customer (the consignee).

A copy of our delivery documents fo... d for your reference.

Yours sincerely

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

c.c. <<Customer Contact Name, Tit... ress >>