

[Print on reverse] [insert Address]

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

<<Date>>

Dear <<Name of Contact>>,

Re: <<Order Ref>>

We refer to the goods delivered to us under your order. Following close inspection of the goods we note they do not meet the requirements of your order as detailed below.

Goods Description	Quantity	Specification Error(s)	Value
<< >>	<< >>		<< >>

These goods have been paid by our company under invoice << >> in the amount of £<< >> inclusive of VAT.

By this notice, we reject the delivery of the goods and request reimbursement and a credit note for the full value. Unless we receive your response within 10 days of the date of this letter, we will take immediate legal action.

[By this notice, we reject the delivery of the goods and request a credit note for the full value.]

Please further advise us as to your view of the rejected goods at your expense. Unless we receive instructions for their safe storage within 10 days of this letter, we accept no responsibility for their safe storage. We reserve all our legal rights.

Thank you for your immediate attention.

Yours sincerely

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