[DATE]

Contact Name

Address

Address2

City

State/Province

Zip/Postal Code

**RE: CONDITIONAL PAYMENT FOR GOODS**

Dear [NAME],

We have received a delivery from you concerning our purchase order [NUMBER] of [DATE] but have not had an opportunity of making a full and proper inspection of the shipment.

Therefore, we are enclosing payment for the goods expressly reserving our rights with regard to any non-conforming goods found after full and proper inspection.

Kind Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]