[DATE]

Contact Name

Address

Address2

City

State/Province

Zip/Postal Code

**RE:REJECTION OF PART OF DELIVERED GOODS**

Dear [CONTACT NAME],

We have received a delivery from you relating to our purchase order [NUMBER] of [DATE]. Unfortunately, some of the goods delivered do not conform to the specifications of our order because of [SPECIFIC REASONS].

As a result, we are rejecting those goods. Please arrange immediately for the appropriate refund to be processed by your Purchasing Department for those goods which are not up to our specifications.

Please advise us as soon as possible as to how you wish us to dispose of the rejected goods. We warn you that we will not accept any liability for their welfare if we do not have your instructions as to their removal, within a reasonable time.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]