[DATE]

Contact Name

Address

Address2

State/Province

Zip/Postal Code

**RE: RETURN OF REJECTED GOODS**

Dear [CONTACT NAME],

Further to the rejection of the supplies that you delivered in supposed fulfilment of purchase order [NUMBER] dated [DATE], please advise us immediately as to how you wish the goods to be dispensed with.

We warn you that we will not accept any responsibility for their safekeeping if we do not have your instructions as to their disposal within a reasonable time.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]