[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: NOTICE FOLLOWING REFUSAL TO ACCEPT DELIVERY**

Dear [CONTACT NAME],

We are *in re*ceipt of your order [NUMBER] described on the attached invoice [NUMBER] or order form. You have either cancelled the order after acceptance or refused to accept delivery.

Accordingly, we consider our obligations to attempt further shipment as terminated, reserving all rights against you for any damages resulting from your failure to fulfil your obligations.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]