[DATE]

Contact Name

Address

Address2

City

State/Province

Zip/Postal Code

**RE: NOTICE OF BUYER'S DISPOSITION OF RIGHTFULLY REJECTED GOODS**

Dear [CONTACT NAME],

In my letter [DATE], I requested from you instructions as to the disposal method to be used for the goods which you had delivered to me on [DATE] but which I had subsequently rejected.

Having received no communication from you, I am [STORING THE GOODS FOR YOUR ACCOUNT] or [RESHIPPING THEM TO YOU] or [RESELLING THEM FOR YOUR ACCOUNT].

Please understand that in the absence of your instructions I was obligated to act in this manner.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]