[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: REFUSAL OF REJECTION OF GOODS**

Dear [CONTACT NAME],

With reference to your purchase order [NUMBER] of [DATE]. We delivered the requested goods to you which shipment you have since rejected without a legitimate defence.

If we do not receive payment in full for the goods, in this office, within [NUMBER] days of the date of this document, we will institute legal proceedings against you for the full price of the goods without further notice.

Please prepare yourselves accordingly.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

Copy to [Name of Lawyer]