[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: REJECTED GOODS RETURN INSTRUCTIONS**

Dear [CONTACT NAME],

We accept that you have rejected our shipment of [DESCRIBE GOODS].

Please return the shipment to us, at our cost, by [INSTRUCTIONS].

We sincerely apologise for any inconvenience this may have caused.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]