[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: REJECTION OF DELIVERY**

Dear [CONTACT NAME],

You have rejected the shipment of the goods ordered on your purchase order [NUMBER] of [DATE] without adequate explanation.

Please, will you provide us straight away with the reasons for your rejection of the shipment.

Unless we get a satisfactory explanation from you within [NUMBER] days of the date of this document we will institute legal proceedings against you for the cost of the goods without further notice.

Govern yourselves accordingly.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

Copy to [Name of lawyer]