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| --- | --- |
| **DATE** | **DELIVERY REJECTION NOTICE** |

We are submitting this notice to confirm our rejection of the following goods:

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| --- | --- | --- | --- |
| **Date** | **Purchase** | **Invoice #** | **Packing Slip #** |
|  |  |  |  |

Our payment for the goods was accepted by you in the following format:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Cheque #** | **Visa/MC/Amex #** | **Amount** |
|  |  |  |  |

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| --- |
| **Reason For Rejection** |
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As of the date of this notice, we reject the delivery of the above order and respectfully request a full refund. We regret that we must return these unacceptable items at your cost. Please advise us as to your wishes for their return. If we do not receive a full refund of the amount stated above within [NUMBER] days, we will take legal action to recover our costs.

Please be aware that we cannot guarantee safe storage of your goods if we do not hear from you within [NUMBER] days.

Thank you for your prompt attention to this matter.

Kind Regards,

[Authorised SIGNATURE]

[TITLE]