[DATE]

Contact Name

Address

Address2

City

State/Province

Zip/Postal Code

**RE: NOTICE OF DEFECTIVE GOODS**

Dear [CONTACT NAME],

We have received goods shipped to us relating to our order number [NUMBER] dated [DATE] and linked to your invoice [NUMBER], dated [DATE]. Some of the goods, as listed on the attached sheet, are defective for the following reasons: [DESCRIBE].

We are therefore rejecting those listed defective goods. We ask that you arrange credit or an adjustment to our invoice and unless otherwise instructed intend to return the goods to you at your expense.

Please confirm the credit on our order and provide us with instructions for the return of the defective goods.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]