

Notice of Rejection of Non-Conforming Goods

Date: _____, 20 _____

To: _____

RE: Rejection of Non-Conforming Goods

Dear _____ :

On _____, 20 _____, we received delivery from you on our purchase order # _____, dated _____, 20 _____. The goods which were delivered at that time do not conform to the specifications that were provided with our purchase order for the following reasons:

We paid for these goods by our check # _____, dated _____, 20 _____, in the amount of \$ _____.
This check has been cashed by you.

By this notice, we reject the delivery of these goods and demand the return of our money. Unless we receive a refund of our money within ten (10) days of the date of this letter, we will take immediate legal action for the return of our money. Please further advise us as to your wishes for the return of the rejected goods at your expense. Unless we receive return instructions within ten (10) days of this letter, we accept no responsibility for the safe storage of these goods.

Please be advised that we reserve all of our rights under the Uniform Commercial Code and any other applicable laws.

Thank you for your immediate attention to this matter.

Very truly,

Signature

Printed Name