

Demand for Explanation of Rejected Goods

Date: _____, 20 _____

To: _____

RE: Explanation of Rejected Goods

Dear _____ :

On _____, 20 _____, we shipped the following goods to you pursuant to your purchase order # _____, dated _____, 20 _____ :

On _____, 20 _____, we received notice that you had rejected delivery of these goods without satisfactory explanation. We, therefore, request that you provide us with an adequate explanation for this rejection. Unless we are provided with such explanation within ten (10) days, we will take legal action to obtain payment for 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