

# Notice of Replacement of Rejected Goods

Date: \_\_\_\_\_, 20 \_\_\_\_\_

To: \_\_\_\_\_

RE: Replacement 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.

Please return the rejected goods to us at our expense using the same carrier that delivered the goods.

In addition, please be advised that we are shipping replacement goods to you at our expense.

If this correction of the rejected goods is not satisfactory, please contact us immediately. We apologize for any problems this may have caused.

Very truly,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name