

# CCS Insights: Notice of Return of Goods

*Feel the CCS & Co Difference*

*[Print on Company's Letterhead or insert Address]*

<<Contact Name>>

<<Trading/Company Name>>

<<Address>>

<<Date>>

Dear <<Name of Contact>>,

**Re: Return of Goods Sold**

On <<XX.XX.XXXX>>, as per our order no. <<12345>>, a copy of which is enclosed, we received the following goods from you:

<< XXXX >>

<< WWW >>

Please be advised that we have decided to return these goods to you.

Thank you very much for the opportunity to examine the goods.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>

**For further consultation, please contact:**

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**CCS & Co**

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