

CCS Insights: Letter - Rejection of Order for Goods (Specification Error)

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. Order <<No.>>

We refer to the goods delivered to us in respect of our above order. Following close inspection of the goods we note they do not meet the specification(s) of our order as detailed below.

Goods Description	Quantity	Specification Error(s)	Value
<< >>	<< >>	<< >>	<< >>
		Total:	

[A copy of the original order is enclosed herewith.]

By this notice, we reject the delivery of these goods and request reimbursement and a credit note for the full value. Unless we receive a refund of our money within 10 days of the date of this letter, we will take immediate legal action for its recovery.

[By this notice, we reject the delivery of these goods and request a credit note for the full value.]

Please further advise us as to your wishes for the return of the rejected goods at your expense. Unless we receive instructions for their return within 10 days of this letter, we accept no responsibility for their safe storage. Please be advised that we reserve all our legal rights.

Thank you for your immediate attention to this matter.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>

For further consultation, please contact:

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