

[Date]

[Receiver's Name]

[Receiver's Designation]

[Receiver's Address Line 1]

[Receiver's Address Line 2]

NOTICE OF ACCEPTANCE OF DAMAGED GOODS

Dear Sir,

We are in receipt of delivery against our order dated _____, Order No. _____, Purchase Order dated _____, bearing PO Number _____. However, as communicated to you earlier through letter dated _____, the goods were damaged upon delivery.

Subsequently, we have been offered a ___% discount against the acceptance of the damaged goods. We hereby confirm that we are accepting this offer, and therefore are accepting the delivery, as it is. You are therefore requested to issue a refund of PKR _____/- (Rupees _____) against the said Order. Please issue the cheque/bank draft in the name of _____.

However, please note that this acceptance does not limit our rights to any further returns or damages in the event that additional damages are discovered. Furthermore, settlement with you does not waive any rights against any other party.

Sincerely,

[Name]

[Designation]

[Address Line 1]

[Address Line 2]

[Contact Number]

[Email Address]