

[Date]

[Recipient's Name]

[Recipient's Designation]

[Recipient's Address Line 1]

[Recipient's Address Line 2]

NOTICE OF DEFECTIVE GOODS

Dear Sir,

We are in receipt of delivery against our order dated _____, Order No. _____, Purchase Order dated _____, bearing PO Number _____. However, certain goods delivered to us are defective, the details of which are provided as under:

Sr. No.	Quantity Delivered	Description of Product	Quantity of Defective Goods	Nature of Defect

Accordingly, we reject the defective goods, and claim refund of payments on account of the same, and intend to re-ship the above-stated defective goods to you at your expense.

You are kindly requested to confirm the refund of payment, and apprise us as to how you wish to handle the return of the defective merchandise. Please issued the cheque/bank draft in the name of _____.

Thank you.

Sincerely,

[Name]

[Designation]

[Address Line 1]

[Address Line 2]

[Contact Number]

[Email Address]