

# ON THE LETTERHEAD

[Date]

[Recipient's Name]

[Recipient's Designation]

[Recipient's Address Line 1]

[Recipient's Address Line 2]

## **DEMAND FOR EXPLANATION OF GOODS REJECTED**

Dear Sir,

Pursuant to your Purchase Order dated \_\_\_\_\_, bearing PO No. \_\_\_\_\_, and our conformation of the Order vide Acknowledgment and Confirmation Letter dated \_\_\_\_\_, bearing Order No. \_\_\_\_\_, we have delivered the ordered goods to you on \_\_\_\_\_. However, we have been communicated by you vide your letter dated \_\_\_\_\_ that the delivered goods have been rejected. However, no plausible explanation has been provided by you for the said rejection.

You are, hereby, requested to furnish specific, satisfactory reason(s) for the rejection of the delivered goods within \_\_\_\_\_ days of your receipt of this notice, failing which, we shall be at full liberty to institute legal proceedings, without any further notice, against you for the recovery of the complete amount due to us against the order, solely at your risk and cost.

Regards,

[Name]

[Designation]

[Address Line 1]

[Address Line 2]

[Contact Number]

[Email Address]