

[Date]

[Receiver's Name]

[Receiver's Designation]

[Receiver's Address Line 1]

[Receiver's Address Line 2]

### **REJECTION OF NON CONFORMING GOODS**

Dear Sir,

We are in receipt of delivery against our order dated \_\_\_\_\_, Order No. \_\_\_\_\_, Purchase Order dated \_\_\_\_\_, bearing PO Number \_\_\_\_\_. However, due to the following reasons, the goods do not conform to the specifications enumerated in the Purchase Order:

- 1.
- 2.
- 3.

We, hereby, reject the said delivery as non-conforming, and request the refund of the amount of PKR \_\_\_\_\_/- (Rupees \_\_\_\_\_) which were paid to you on [date] on account of payment against the said Order. Furthermore, we intend to ship the delivery back to you, entirely at your cost. Please issue instructions regarding how you wish to handle the redelivery of the goods to you. Also, please note that if we do not hear from you within \_\_\_\_ days of your receipt of this letter, we shall deliver the goods to you through the mode and method that we deem fit, and shall institute legal proceedings against you for the recovery of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_) as well as the cost of delivery, solely at your risk and costs.

Sincerely,

[Name]

[Designation]

[Address Line 1]

[Address Line 2]

[Contact Number]

[Email Address]