

[Date]

[Receiver's Name]

[Receiver's Designation]

[Receiver's Address Line 1]

[Receiver's Address Line 2]

CONDITIONAL ACCEPTANCE 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.

However, we are prepared to accept the delivered non-conforming goods if you are willing to allow us a discount of ___% against the total price, i.e. a discount of PKR _____/- (Rupees _____), making the total price of our order Rs. _____/- (Rupees _____).

A quick response from you regarding our proposal shall be highly appreciated. Please note that the offer enumerated in this letter does not restrict our right to reject the shipment as non-conforming unless the offer is accepted within _____ days from your receipt of this offer. Therefore, if we do not hear from you within _____ days of your receipt of this offer letter, we shall reject the shipment being non-conforming, and shall ship the delivery back to you at solely your cost.

Sincerely,

[Name]

[Designation]

[Address Line 1]

[Address Line 2]

[Contact Number]

[Email Address]