

[Date]

[Receiver's Name]

[Receiver's Designation]

[Receiver's Address Line 1]

[Receiver's Address Line 2]

RETURN OF GOODS SOLD ON APPROVAL

Dear Sir,

Against our order dated _____, Order No. _____,
Purchase Order dated _____, bearing PO Number _____ (copy of the
Purchase Order is attached), we had received the following goods from you, on
approval, on [date]:

- 1.
- 2.
- 3.

While we are grateful to you for providing us with an opportunity to examine the
goods, we are electing to return the same to you. Please advise us as to how you
wish to handle the delivery of the goods back to you.

Sincerely,

[Name]

[Designation]

[Address Line 1]

[Address Line 2]

[Contact Number]

[Email Address]