

Notice of Defective Goods

Date:

To:

We are in receipt of certain merchandise shipped to us pursuant to your invoice or order number _____, dated _____, 201(x).

Certain goods listed on the attached page are defective for the following reasons:

Accordingly, we reject the said defective goods, demand credit or adjustment and confirm our intention to re-ship said goods to you at your expense. Please confirm the issue of credit and issue instructions for return of the defective goods.

Yours very truly,
