

[Print on

insert Address]

<<Contact Name>>
<<Trading/Company Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Name of Contact>>,

Re Your Order No. << >> Invoice No.(s) << >>

Today your carrier attempted to return the above order.

We refuse to accept the return of the goods as we have given no permission to you either expressly or implicitly to return the goods. We therefore ask you to remove them immediately as we can accept no responsibility for any damage that they may suffer whilst left on our premises.

We confirm that we reserve our rights in respect of the goods owed in respect of these goods.

Yours sincerely

<<Name>>
<<Title>>
For and on behalf of <<Company Name>>