

[Insert the Sender's Address]

----- **[Address Line1]** -----

----- **[Address Line 2]** -----

[Insert the Date of sending the letter]

[Insert the Receiver's Name]

[Insert the Receiver's Address]

----- **[Address Line1]** -----

----- **[Address Line 2]** -----

Dear Mr./ Mrs./ Ms. [Insert the name of whomsoever it is concerned to]

SUB: [Insert the subject concerned to the letter]

Greetings of the day!

The company had recently received the package of [Insert the name and category of the goods] consisting [Insert the number of goods delivered] nos.

We are very disappointed to let you know that the management was very dissatisfied with the quality of your products. We have received products that were [Insert as to what fault/ s was/ were found in the goods]

Thus, after a lot of confabulations and consulting, the management has decided to proceed by not accepting [Insert the name and category of the goods] that is provided by your company, for any of our future purposes.

We thank you for providing [insert the name of the organization] with your service.

For further queries regarding this and discussion regarding the refund policy, please contact the concerned authorities at [insert the email address of the concerned authority] or visit our website at [insert the website of the concerned organization]

Thank You.

Best Regards,

[Insert the Full Name of the Sender]

[Insert the Designation at the organization], [Insert the Name of the Organization]

[Insert the Contact Details]