Your Name

Company Name

Street Address City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear Recipient Name:

## Sample 1

This letter is to bring in your attention that our order of 30 table mats was inappropriate as received by us. Ten of the mats have black laces around the order side which was certainly not required as we had clearly mentioned that white laces at the outer side are to be applied. With respect to this, we are duly returning in all the 30 mats to you overnight. Please credit my account with $450/- which includes both the shipping and handling costs. There is no need of another delivery.

## Sample 2

Our order of furniture proved to be an inconvenient one. We had ordered for 10 wooden chairs but had received a shipment of 10 wrought iron chairs instead. This was not required by us so we are duly returning all the chairs to you. Please credit my account with the shipping and handling costs incurred as another delivery is not required.

## Sample 3

Another of your deliveries has cost us a lot. Our order of 30 boxes was not dealt with properly. Many of the boxes are damaged and hence are useless for us. We are returning you the shipment with a notice that we won’t require another delivery by you. Enclosed is the receipt of costs incurred by us. Please credit the mentioned amount.

Your Name

Title