

## Sample Letter

The following is a SAMPLE LETTER to revoke acceptance of goods. This letter should be sent by certified or registered mail with a return receipt requested.

Date

Dear \_\_\_\_\_,

I am the purchasing officer for (your company's name). Yesterday, we received X amount of (toner, paper, cash register or debit machine tape, a directory) from your company. Please be on notice that we are hereby revoking our acceptance of the delivered goods for the following reasons.

1. Misrepresentation as our normal supplier.
2. Inferior quality of delivered goods.
3. Quality of delivered goods does not conform to the telephone conversation.
- 4 .The goods were never ordered.
5. Inflated price of merchandise.

(Any other reasons which may apply to customer not wanting the delivered product).

For the foregoing reasons we are revoking our acceptance of the goods. Therefore, we require that you arrange to have the (toner, paper, register tape, directory) picked up and returned to your business establishment. We will hold the shipment for a period of 30 days after your receipt of this letter. If reshipping arrangement are not made during that time period, we will be forced to dispose of the goods.

I also require that any future correspondence from your company to ours be in writing. If you have (your company's name) on your records for future orders, please cancel those orders as none have been made.

Sincerely,

(your name)

(your company's name)