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DEFECTIVE GOODS Date : _ To : _ [Supplier] We are in receipt of merchandise shipped to us pursuant to your invoice or order number [_] , dated _ , 19_. Certain goods as listed on the attached sheet are defective for the following reasons : [Describe] _ Accordingly , we reject said defective goods , demand credit or adjustment and intend to re-ship said goods to you at your expense. Please confirm credit issue and issue instructions for return of defective goods. Very truly ,

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