

Acceptance of Non-Conforming Goods Notice

HMS, Inc.

1111 East Street - Hometown, USA

(111) 555-1111

[Date]

[AddresseeXX
XXXXXXXXXXXX
Theirtown, USA]

To: [seller]

We are in receipt of merchandise ordered under our purchase order # _____ and shipped on your invoice # _____ on _____, 20___. Some of the merchandise that was shipped does not conform to the specifications on our purchase order, or is defective or damaged, as outlined below:

Although the items listed are non-conforming, defective or damaged, we will accept them provided that you allow us a credit in the amount of \$_____, as per our conversation. Please issue the appropriate credit, or reissue a new invoice reflecting the appropriate price adjustment.

Sincerely,

H.M. Smith