

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 with the specifications on our purchase order, as outlined below:

These non-conforming items are not acceptable. Therefore, we will return them to you at your expense. Please issue a corresponding credit/refund to us promptly.

If you have a preference for the form of shipment to return these goods to us, please notify us within the next 5 days.

Thank you,

H.M. Smith