_____
(Date of Letter)

_____
(Name of Company)

_____
(Room, Floor or P.O. Box)

_____
(Street Address)

_____
(City, State and Zip Code)

RE: Merchandise Returned

Dear Return Clerk:

Enclosed please find the merchandise that was shipped to the undersigned by your company on the_____day of_____(month/year). This is (not the merchandise ordered/not the merchandise expected/undesired merchandise/unordered merchandise/other: _____). In any event, it is not what the undersigned contemplated the merchandise to be; therefore, the merchandise is being returned to you. Kindly provide a return remittance (or otherwise arrange for credit to my account) since this merchandise is not as expected.

Should there be any problem with your department relative to the enclosed returned merchandise, it is necessary that I be notified immediately. My understanding is that your return policy relates to all merchandise that is not ordered, is unacceptable or is not in appropriate form. Such is the case with the merchandise that is enclosed and that is being returned herewith.

Should you have any questions relative to the foregoing, kindly contact the undersigned at the address and/or phone number listed below.

Very truly yours,

_____
(Signature)

_____
(Address)

_____
(City, State and Zip Code)

_____
(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.