

# Notification of Return of Non-Compliant Shipment

Date: [Insert Date]

[Recipient Name]

[Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you that the shipment received on [Insert Shipment Date] does not comply with the agreed-upon standards and specifications as outlined in our contract.

Details of the non-compliance are as follows:

- Item: [Insert Item Name]
- Reason for Non-Compliance: [Insert Reason]
- Quantity: [Insert Quantity]

As a result, we will be returning the non-compliant items to you. Please arrange for the return shipment at your earliest convenience, and provide us with the necessary return shipping documents.

We appreciate your prompt attention to this matter and look forward to resolving this issue quickly.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]