

# Notice of Outdated Merchandise

Date: [Insert Date]

To: [Supplier's Name]

Address: [Supplier's Address]

Dear [Supplier's Name],

We are writing to notify you that we have received a shipment of merchandise that has unfortunately exceeded its expiration date. The details of the merchandise are as follows:

- Item Name: [Insert Item Name]
- Item Code: [Insert Item Code]
- Expiration Date: [Insert Expiration Date]
- Quantity: [Insert Quantity]

As per our agreement, we are required to return or dispose of any outdated items. We request your guidance on the necessary steps to handle this matter.

Thank you for your prompt attention to this issue. We look forward to your immediate response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]