

Letter of Explanation for Returning Ordered Construction Equipment

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally explain our decision to return the construction equipment ordered on [Insert Order Date]. After careful consideration, we have determined that the equipment [insert specific issues - e.g., does not meet our project requirements, was delivered in a damaged condition, etc.].

We value our relationship with [Recipient's Company Name] and are committed to ensuring a smooth return process. We hope to resolve this matter amicably and would appreciate your guidance on the next steps for the return.

Thank you for your understanding and support. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] for any further discussions.

Sincerely,

[Your Name]
[Your Position]