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August 1, 1995

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Dear [recipient's name],

Faulty Goods

We are concerned that [number, type and fault details of faulty items] supplied by you have been

received at this premises during the past [state time].

This is likely to effect our stock levels very soon and would appreciate your replacement of the items

at the earliest possible time.

The faulty goods may be collected from our premises during business hours.

Sincerely,

[Sign here]

[type your name here]

[type your job title here]