

[Your Company Name]  
[Your Address]  
[Date]

[Recipient Name]  
[Recipient Job Title]  
[Recipient Company Name]  
[Recipient Address]

Subject: Rejection of Rebate Claim - Reference [Claim Number/Invoice Number]

Dear [Recipient Name],

We have received and reviewed your rebate claim dated [Date of Claim] for the amount of [Amount].

After careful assessment, we regret to inform you that we are unable to process this claim as it falls outside our agreed Terms of Business. Specifically, the claim does not meet the following criteria:

[Insert specific reason, e.g.:]

- The claim was submitted after the deadline of [Date].
- The required minimum purchase volume of [Volume/Amount] was not achieved.
- The claim pertains to products excluded from the rebate agreement.

As per our signed agreement dated [Date of Contract], all rebate requests must strictly adhere to the terms outlined in Section [Number]. Because these conditions were not met, we cannot issue a credit or payment at this time.

If you believe there has been an error in our assessment or if you have additional documentation that supports your eligibility under the current terms, please provide it for our review by [Date].

Thank you for your understanding. We value our continued partnership.

Sincerely,

[Your Signature]  
[Your Name]  
[Your Title]