

Defective Shipment Notification

Date: [Insert Date]

To,

[Supplier's Name]
[Supplier's Address]
[City, State, Zip Code]
[Email Address]

Dear [Supplier's Name],

We are writing to formally notify you regarding a defective shipment we received on [insert date of receipt]. The shipment contains the following items:

- Item Name: [Insert Item Name] - Quantity: [Insert Quantity] - Issue: [Briefly describe the defect]
- Item Name: [Insert Item Name] - Quantity: [Insert Quantity] - Issue: [Briefly describe the defect]

According to our quality control standards, these defects are unacceptable and do not meet our agreed specifications. We request your immediate attention to this matter to resolve the issue.

We would appreciate it if you could arrange for the return of the defective items and provide us with a replacement shipment at your earliest convenience. Additionally, please investigate the cause of this defect to prevent future occurrences.

Thank you for your prompt attention to this matter. We look forward to your swift response.

Sincerely,

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