

Inspection Findings Report

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Inspection Findings for Defective Items

Dear [Recipient Name],

Following our recent inspection conducted on [insert inspection date], we have identified several defective items that require your immediate attention. Below are the details of our findings:

Defective Items Summary:

Item ID	Description	Defect Type	Quantity
[Item ID 1]	[Item Description 1]	[Defect Type 1]	[Quantity 1]
[Item ID 2]	[Item Description 2]	[Defect Type 2]	[Quantity 2]

Recommendations:

We recommend the following actions to address the issues identified:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

Please address these findings at your earliest convenience and inform us of the actions taken to rectify the defects.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]