

# Inspection Request for Faulty Goods

Date: [Insert Date]

To: [Supplier's Name]

Address: [Supplier's Address]

Dear [Supplier's Name],

I am writing to formally request an inspection of the faulty goods delivered on [insert delivery date] under the order number [insert order number]. We have identified several issues with the products that do not meet the quality standards outlined in our agreement.

The specific faults include:

- Fault 1: [Description of the fault]
- Fault 2: [Description of the fault]
- Fault 3: [Description of the fault]

We request that you send a representative to inspect the goods at your earliest convenience. Please notify us of your availability for the inspection.

Thank you for your prompt attention to this matter. We look forward to resolving this issue amicably.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]