

# Quality Assurance Complaint for Shipment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally address a quality assurance concern regarding the shipment we received on [Insert Shipment Date], with the tracking number [Insert Tracking Number]. Upon inspection, we discovered several issues that do not meet our specified quality standards.

The issues noted include:

- [Issue 1]
- [Issue 2]
- [Issue 3]

This shipment has caused significant disruption to our operations, and we request your immediate attention to rectify these concerns. We kindly ask for a thorough investigation into this matter.

Please let us know how you plan to address these issues. We are keen to resolve this swiftly and restore our partnership's integrity.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]