

Shipment Quality Concern Report

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to bring to your attention a concern regarding the quality of the recent shipment (Order No: [Insert Order Number]) received on [Insert Date of Receipt]. Upon inspection, we have identified several issues that require immediate attention:

- [Issue 1: Description]
- [Issue 2: Description]
- [Issue 3: Description]

We value our partnership and believe that addressing these issues promptly will enhance our collaboration. We request your assistance in resolving this matter by [Insert Desired Resolution].

Thank you for your attention to this important issue. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]