

Notification of Unsatisfactory Printing

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you that we have encountered issues with the recent print job (Job ID: [Insert Job ID]) submitted on [Insert Submission Date]. Unfortunately, the quality of the print is not up to our standards.

Specific issues noted include:

- Poor resolution
- Color discrepancies
- Bleeding or smudging

We kindly request that you rectify these issues at your earliest convenience. Please review the job and provide us with a revised version or suggestions on how to proceed.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]