

Quality Issues Report

Date: _____

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

I am writing to formally address some quality issues we have encountered with the printed output we received from your company. Despite our expectations for high-quality results, we have noticed several inconsistencies that need immediate attention.

Details of the Issues:

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

These issues have impacted our operations and customer satisfaction significantly. We would appreciate your prompt attention to resolve these matters and ensure such discrepancies are avoided in the future.

Thank you for your understanding. We look forward to your swift response to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]