

Request for Reprint Due to Quality Issues

To: [Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reprint of [specify the item, e.g., "the brochures we ordered on [order date]"] due to quality problems we encountered with the latest batch.

Unfortunately, we have noticed issues such as [briefly list the specific quality problems, e.g., "color discrepancies, poor paper quality, and missing information"]. These defects have affected our use of the materials for [explain the significance of the item, e.g., "upcoming marketing campaigns"].

We value our partnership with [Company's Name] and appreciate your attention to this matter. Please let me know the next steps for processing the reprint and any information you may need from my side to expedite the process.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]