

Feedback on Low-Quality Goods Received

Date: [Insert Date]

To: [Supplier Name]

From: [Your Name]

Subject: Feedback Regarding Recent Order

Dear [Supplier Name],

I hope this message finds you well. I am writing to bring to your attention some concerns regarding the recent order we received from your company, order number [Insert Order Number].

Upon inspection of the goods, we noticed that several items do not meet the quality standards we expect. Specifically, the issues include:

- Item 1: [Describe the issue]
- Item 2: [Describe the issue]
- Item 3: [Describe the issue]

These quality issues have impacted our operations, and we would appreciate your prompt attention to this matter. We would like to discuss possible solutions, which may include replacements or refunds for the affected goods.

Thank you for your understanding. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]