

# Request for Investigation into Product Quality Problems

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an investigation into the quality problems we have been experiencing with [specific product name or SKU] that we have received on [specific date].

Our records indicate that there have been several instances of [describe specific quality issues], which have raised concerns regarding the overall quality and reliability of the product.

In order to resolve these issues and maintain our business relationship, we would appreciate your prompt attention to this matter. We kindly ask for a detailed investigation into the cause of these problems, and any findings or recommendations you can provide.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]