

# Furniture Installation Issues Report

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to report issues encountered during the recent furniture installation at [Installation Address]. The details are as follows:

## Installation Details:

- **Order Number:** [Insert Order Number]
- **Date of Installation:** [Insert Installation Date]
- **Items Involved:** [List of Items]

## Issues Encountered:

1. [Description of Issue 1]
2. [Description of Issue 2]
3. [Description of Issue 3]

We would appreciate your prompt attention to these matters to ensure resolution. Please let us know how to proceed with obtaining replacements or repairs as needed.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]