

# Letter Regarding Issues with Printed Materials

Date: [Insert Date]

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

[Recipient's Name]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to bring to your attention some issues we have encountered with the printed materials we recently received from your company. Specifically, we have noticed the following concerns:

- **Inaccurate Colors:** The colors on the printed materials do not match the specifications we provided.
- **Printing Errors:** There are visible printing errors on multiple pages, making them difficult to read.
- **Delays in Delivery:** The materials arrived later than the agreed-upon delivery date.

We value our relationship with your company and are hopeful that these issues can be resolved promptly. Please let us know how you intend to address these concerns. We appreciate your immediate attention to this matter.

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company/Organization Name]