

Letter of Clarification on Hardware Defects

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Clarification on Hardware Defects

I hope this message finds you well. I am writing to clarify the concerns regarding the hardware defects we encountered with the [specify the hardware, e.g., "XYZ Model 123"] during our recent evaluation.

After conducting a thorough assessment, we have identified the following issues:

- [Detail the first defect]
- [Detail the second defect]
- [Detail any additional defects]

We believe these defects may impact the overall performance of the product and would appreciate your insights on possible corrective measures. Our primary aim is to ensure that these issues are addressed promptly for optimal functionality and user satisfaction.

Please feel free to reach out if you require any further details or clarification. We look forward to collaborating on a resolution.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]