

# Letter of Explanation

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to address the recent quality inspection that took place on [insert inspection date]. During this inspection, several issues were identified that led to the failure of our products to meet the required standards.

The specific issues noted included:

- [Issue 1]
- [Issue 2]
- [Issue 3]

We take these matters very seriously and have initiated an internal review to address the root causes. We are committed to implementing corrective actions, which include:

1. [Corrective Action 1]
2. [Corrective Action 2]
3. [Corrective Action 3]

We appreciate your understanding as we work through these issues. Our priority is to ensure that we meet the highest quality standards and regain your trust in our products.

If you have any questions or require further details, please do not hesitate to contact us at [phone number] or [email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]