

Refund Request for Non-Compliant Vendor Products

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Contact Name],

I hope this message finds you well. I am writing to discuss a recent issue we encountered with products supplied by your company under the order number [Insert Order Number]. Unfortunately, these products did not meet the agreed-upon specifications and standards outlined in our contract.

Specifically, we have identified the following non-compliance issues:

- [Describe issue #1]
- [Describe issue #2]
- [Describe issue #3]

As a result of these discrepancies, we are requesting a refund for the affected products totaling [Insert Amount]. Attached to this letter, you will find the necessary documentation and evidence supporting our claim.

We value our partnership with you and hope to resolve this matter promptly. Please let us know how you would like to proceed regarding the refund process. We appreciate your immediate attention to this issue.

Thank you for your understanding, and I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]