

Notification of Food Quality Concern

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of our concerns regarding the quality of food products recently supplied by your company. Our team has encountered several issues that do not meet the expected standards.

Specifically, we have noticed the following problems:

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

The quality of your products directly affects our operations, and we kindly request that you investigate this matter promptly. We would appreciate your feedback on how you plan to address these concerns.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]