

# Unsatisfactory Purchase Report

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Name]

Subject: Report of Unsatisfactory Purchase

Dear [Supplier's Name],

I am writing to formally report an issue regarding the recent purchase made on [Insert Purchase Date] under the invoice number [Insert Invoice Number].

The products received did not meet our expectations due to the following reasons:

- [Reason 1]
- [Reason 2]
- [Reason 3]

We kindly request you to address this matter promptly. Your attention to this issue would be greatly appreciated. Please let us know how you plan to rectify the situation.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]