

Faulty Devices Report for Vendor Reimbursement

Date: [Insert Date]

To: [Vendor's Name]

Company: [Vendor's Company Name]

Address: [Vendor's Address]

Email: [Vendor's Email]

Phone: [Vendor's Phone Number]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to formally report an issue regarding faulty devices purchased from your company on [Purchase Date]. The details of the devices are as follows:

Device Model	Quantity	Issue Description	Invoice Number
[Device Model 1]	[Quantity 1]	[Description of Issue 1]	[Invoice Number 1]
[Device Model 2]	[Quantity 2]	[Description of Issue 2]	[Invoice Number 2]

In light of this situation, we kindly request reimbursement for the faulty devices, as outlined above. Attached are copies of the relevant documents including purchase invoices and photographs of the faulty items for your reference.

We appreciate your prompt attention to this matter and look forward to your timely response.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

Email: [Your Email]

Phone: [Your Phone Number]