

# Notification of Defect in Received Goods

Date: [Insert Date]

To,

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We are writing to inform you that we have received the shipment of goods with the order number [Order Number] on [Received Date]. Upon inspection, we discovered that there are defects in the following items:

- Item Name 1 - Description of the defect
- Item Name 2 - Description of the defect
- Item Name 3 - Description of the defect

We request you to address this issue as soon as possible. Please advise us on the steps to be taken regarding the return or replacement of the defective items.

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

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]