

Supplier Quality Complaint Submission

Date: [Insert Date]

To:

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are writing to formally submit a quality complaint regarding the recent shipment received on [Insert Date]. The specifics of the complaint are as follows:

Complaint Details:

- **Product Name:** [Insert Product Name]
- **Order Number:** [Insert Order Number]
- **Quality Issue:** [Describe the quality issue]
- **Batch/Lot Number:** [Insert Batch/Lot Number]
- **Quantity Affected:** [Insert Quantity]

Supporting Documentation:

Attached are photographs and inspection reports that detail the issues encountered.

We kindly request your prompt attention to this matter and a response outlining the proposed corrective actions within [Insert Time Frame]. We value our relationship and expect cooperation in resolving this issue effectively.

Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]