

# Unsatisfactory Item Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that we have received the item [describe item] that was delivered on [insert delivery date]. Unfortunately, upon inspection, we found that the item does not meet our quality standards for the following reasons:

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

We request that you take immediate action to address this issue. Please provide us with a resolution by [insert deadline for response]. We are looking forward to your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]