

Notification of Defective Item in Shipment

Date: [Insert Date]

To,

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you about a defective item we received in our recent shipment from your company dated [Insert Shipment Date]. The details of the defective item are as follows:

Item Name: [Insert Item Name]
Order Number: [Insert Order Number]
Quantity Received: [Insert Quantity]
Defect Description: [Insert Description of the Defect]

We request an immediate resolution for this issue, including a replacement or refund for the defective item. Please let us know how you would like to proceed in this matter.

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

Thank you.

Sincerely,
[Your Name]
[Your Position]
[Your Company's Name]
[Your Contact Information]