

Faulty Material Notification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Supplier's Name]

[Supplier's Company]

[Supplier's Address]

[City, State, Zip Code]

Subject: Notification of Faulty Material

Dear [Supplier's Name],

We are writing to formally notify you of an issue concerning the materials supplied by your company. Upon receiving and inspecting the delivered goods, we have identified that the materials do not meet the specified quality standards as outlined in our agreement.

Details of the issue are as follows:

- Product Description: [Insert Product Description]
- Batch Number: [Insert Batch Number]
- Quantity: [Insert Quantity]
- Description of the Fault: [Insert Description]

We have attached supporting documents, including inspection reports and photographs, for your review. We kindly ask that you address this matter promptly to ensure minimal disruption to our operations.

Please respond to this notification by [Insert Response Deadline] with your proposed resolution to this issue. We appreciate your immediate attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]