

Material Deficiency Communication

Date: [Insert Date]

To:

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

From:

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inform you of a material deficiency identified in [specify material or project name] supplied by your company. During our recent inspection, we observed that [briefly describe the deficiencies and their implications].

To address these deficiencies, we request that you [specify actions required, e.g., provide replacement materials, refund, etc.]. We believe this will ensure the project proceeds without further delays.

Please respond by [insert deadline] to facilitate a timely resolution. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]