

Material Quality Concern

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to express our concern regarding the quality of materials received from your company on [Insert Date of Receipt]. It has come to our attention that [describe the specific issue with the material quality].

This issue has resulted in [describe the impact of the quality concern on your operations or project]. We believe it is essential to address this matter promptly to prevent any further complications.

We kindly request your assistance in investigating this issue and providing us with a resolution, including [suggest any specific actions you are looking for, such as a replacement, refund, or further inspection].

Thank you for your attention to this matter. We look forward to your prompt response and resolution to our concern.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]