

Quality Defect Submission

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally report a quality defect that has been identified in [Product Name/Description]. The details of the defect are as follows:

- **Product Code:** [Insert Product Code]
- **Issue Description:** [Describe the defect or issue]
- **Date of Detection:** [Insert Date]
- **Picture Evidence:** [Attach any relevant images]

We have assessed the impact of this issue and believe it may compromise product performance and customer satisfaction. We request an urgent investigation into this matter and a proposed resolution.

Thank you for your attention to this issue. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]