

Substandard Material Complaint

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding materials supplied by your company that do not meet the agreed-upon standards. The details of the complaint are as follows:

Product Description: [Describe the product]

Order Number: [Order Number]

Date of Purchase: [Purchase Date]

Upon receipt of the materials on [Date of Receipt], it became evident that [describe the issues, e.g., quality, defects, etc.]. This is unacceptable as these materials are critical to [state the purpose, e.g., ongoing projects, production, etc.].

As per our agreement and the terms of service, I would like to request a resolution to this issue, including [state your expected resolution, e.g., replacement, refund, etc.]. Enclosed are copies of related documents for your reference.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]