

Unsatisfactory Material Issue Notification

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

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

Dear [Recipient Name],

We are writing to bring to your attention an issue regarding the materials supplied under purchase order #[Insert PO Number], dated [Insert Date]. Upon inspection, we found that the materials do not meet the specified requirements as per our agreement.

The specific issues identified are as follows:

- [Describe Issue 1]
- [Describe Issue 2]
- [Describe Issue 3]

Due to these discrepancies, we are unable to proceed with our production process as scheduled. We request that you rectify this issue promptly by [Insert Deadline for Resolution].

Please inform us of the steps you will be taking to resolve this matter. We appreciate your immediate attention to this issue and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]