

Quality Issue Notification

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally notify you of a quality issue we have encountered with [Product Name], version [Version Number], which we purchased on [Purchase Date].

Upon our recent usage, we noticed the following issues:

- [Issue 1 Description]
- [Issue 2 Description]
- [Issue 3 Description]

These issues have impacted our operations, causing [describe impact]. We believe these concerns require immediate attention to ensure quality and functionality.

We would appreciate your prompt response regarding how you intend to address these issues, and any steps we can take from our side to assist in rectifying the situation.

Thank you for your attention to this matter. We look forward to your swift response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]