

Quality Concern Regarding Recent Furniture Delivery

Date: [Insert Date]

To: [Insert Company Name]

Address: [Insert Company Address]

Dear [Insert Recipient's Name],

I hope this message finds you well. I am writing to express my concerns regarding the quality of the furniture delivered on [Insert Delivery Date]. Unfortunately, I have encountered several issues that need to be addressed.

- Item: [Insert Item Description] - [Describe Quality Issue]
- Item: [Insert Item Description] - [Describe Quality Issue]
- Item: [Insert Item Description] - [Describe Quality Issue]

I kindly request your assistance in resolving these issues at your earliest convenience. Please let me know how we can proceed to rectify this situation.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]