

Defective Product Return Notification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Subject: Return of Defective Products and Proposal for Future Collaboration

Dear [Recipient Name],

I hope this message finds you well. We are writing to notify you of a defect in the recent shipment of products we received from your company, specifically [mention product details]. We have observed multiple instances of [describe the defect briefly]. As a result, we would like to initiate the return process for these items.

We value our partnership with your company and appreciate the quality of products you provide. However, we believe that addressing this issue promptly will be beneficial for both parties involved. We request a return authorization and instructions on how to proceed with this matter.

Furthermore, we see great potential for future collaboration between our companies. We would love to explore ways to enhance our partnership, whether it be through improved quality assurance or developing new product lines that meet our customers' needs better.

We look forward to your prompt response regarding the return process and discussing potential collaboration opportunities.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]