

Letter of Acknowledgment

Date: [Insert Date]

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

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

Dear [Recipient Name],

I am writing to formally acknowledge the receipt of the recent product delivery that we received on [Insert Delivery Date]. Unfortunately, we have noted that the products do not meet the quality standards we expect and were outlined in our agreement.

The following issues have been identified:

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

We value our relationship and hope to resolve this matter promptly. Please advise on how you wish to proceed regarding these issues.

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

Sincerely,

[Your Name]
[Your Position]