

Quality Issue Request

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to bring to your attention a quality issue we have encountered with [product/service name] received on [insert date]. We have noticed the following concerns:

- [Describe issue 1]
- [Describe issue 2]
- [Describe issue 3]

These issues have affected our operations, and we would appreciate your assistance in resolving them promptly. We request the following actions:

- [Action 1]
- [Action 2]

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

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]