

Defective Tools and Hardware Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Report of Defective Tools and Hardware

Dear [Recipient's Name],

I am writing to formally report the defective tools and hardware that were identified during a recent inspection. Below are the details:

Defective Items List:

- **Tool/Hardware Name:** [Insert Name]
- **Model Number:** [Insert Model]
- **Quantity:** [Insert Quantity]
- **Description of Defect:** [Insert Description]
- **Date of Purchase:** [Insert Date]

Please advise on the next steps for replacing or repairing the defective items. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]