

Complaint about Defective Product

Subject: Complaint Regarding Defective Product

Dear [Supplier Name],

We received the shipment of [Product Name] on [Date], but upon inspection, we found several items to be defective and not up to the agreed quality standards. This issue has caused delays in our operations.

We request immediate replacement or a full refund for the defective products. Please advise on the procedure to resolve this matter promptly.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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