

Quality Control Material Rejection Template

Subject: Material Rejection Notice - Purchase Order #[PO_NUMBER]

Dear [Supplier Name],

We regret to inform you that the materials delivered under Purchase Order #[PO_NUMBER] on [DATE] have been rejected following our quality control inspection.

The rejected materials include:

- [Item Description]: Quantity [X] units
- Rejection Reason: [Specific defect/non-compliance issue]
- Inspection Standard: [Reference standard/specification]

Our quality assurance team identified the following issues:

[Detailed description of defects or non-compliance]

These materials do not meet our specifications outlined in the purchase agreement. We require immediate action to resolve this matter, including:

1. Removal of rejected materials from our facility
2. Replacement with conforming materials within [X] business days
3. Root cause analysis and corrective action plan

Please contact our purchasing department at [contact information] to coordinate the return and replacement process.

We value our business relationship and look forward to resolving this matter promptly.

Sincerely,

[Your Name]

[Title]

[Company Name]

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