

Heartfelt Warning Letter for Quality Issues

Subject: Quality Concerns Regarding Recent Deliveries

Dear [Supplier Name],

We greatly value our partnership; however, the recent batch of supplies received on [Date] did not meet the agreed quality standards. This has caused setbacks in our operations.

We request immediate attention to rectify the quality issues and adherence to our specifications in future deliveries. Your cooperation is crucial to maintain our long-standing business relationship.

Sincerely,

[Your Name]

[Position]

[Company Name]

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