



ESSAYPRO.COM

Vendor Complaint Email

Subject: Quality Concerns with Recent Shipment

Dear [Vendor/Supplier],

I hope this email finds you well. I am writing to express my concerns regarding the recent shipment of [product name] that we received from your company.

Upon inspection, we discovered that a significant portion of the products were damaged, and some even had missing parts. This has caused disruptions in our operations and led to dissatisfaction among our customers.

As a long-term partner, we have always valued the quality of the products provided by your company. However, this recent shipment has left us disappointed and in need of a swift resolution.

We kindly request that you investigate the cause of these issues and take corrective measures to prevent such occurrences in the future. Additionally, we would appreciate a replacement for the damaged products at the earliest possible time.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Company Name]