

Supplier Adjustment Letter for Broken or Defective Products

[Your Company Letterhead]

Date: [Insert Date]

Supplier Name: [Supplier's Name]

Supplier Address: [Supplier's Address]

City, State, ZIP Code

Dear [Supplier's Contact Person],

Subject: Notification of Broken or Defective Products – Request for Adjustment

We would like to bring to your attention an issue regarding our recent order ([Order Number/Reference]), delivered on [Delivery Date]. Upon inspection, we discovered that a portion of the items received were broken or defective. The details are as follows:

- **Product Name/Description:** [Describe product]
- **Quantity Ordered:** [Quantity]
- **Quantity Defective:** [Quantity]
- **Details of Defect/Damage:** [Brief description of defects or damage]

Attached are photographs and inspection reports for your reference. These products do not meet the expected quality standards and are not suitable for sale or use.

We kindly request the following resolution:

- ☐ Replacement of the defective/broken items
- ☐ Full refund for the affected products
- ☐ Alternative solution (please specify)

Please advise on how you wish to proceed with the return and replacement/refund process. We trust that you will resolve this matter promptly so we may continue our positive business relationship.

Thank you for your attention to this matter. We look forward to your swift response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]