

[Your Name]  
[Your Position]  
[Your Company Name]  
[Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Supplier's Name]  
[Supplier's Company Name]  
[Supplier's Address]  
[City, State, ZIP Code]

Subject: Concern Regarding Low Quality Products in Recent Shipment

Dear [Supplier's Name],

I am writing to address concerns regarding the quality of products received in our most recent shipment dated [Shipment Date]. We have carefully inspected the goods and regret to inform you that several items do not meet the quality standards outlined in our agreement. Specifically, we observed:

- Substandard appearance and freshness in multiple produce items
- Damaged packaging for select goods
- Products with shorter shelf life than specified

A detailed list of the affected products is attached, along with samples for your reference and further investigation.

The receipt of low quality products seriously impacts our operations and, most importantly, our customers' satisfaction. We kindly request your immediate attention to this matter and a prompt resolution. Please advise on the steps you will take to address these issues and ensure consistent quality in future deliveries.

We value our longstanding business relationship and trust that you will take the necessary actions to maintain the high standards we have come to expect. We look forward to your swift response.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]