

Detailed Complaint Letter with Batch Number

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

[Supplier/Manufacturer Name]
[Company Address]
[City, State, ZIP Code]

Subject: Complaint Regarding Product Quality â€“ Batch Number: [Batch Number]

Dear [Supplier/Manufacturer Name],

I am writing to formally express my concerns regarding the quality of the product(s) recently received from your company. The specific batch in question is **Batch Number: [Batch Number]**, which was delivered to us on [Delivery Date] as part of order number [Order Number].

Upon inspection and subsequent use, we have encountered the following specific issues within this batch:

- Defects observed: [Describe defects, such as damage, malfunctions, or missing components]
- Inconsistencies: [Detail inconsistencies, such as color, size, or texture variations]
- Deviations from quality standards: [Mention any deviation from agreed specifications or regulatory standards]

These quality concerns have adversely affected our operations, causing [briefly describe the impact, e.g., delays, customer complaints, increased costs]. I have attached photographic evidence and inspection reports to aid your investigation.

We kindly request that your team promptly investigate this matter and provide a suitable resolution, such as replacement of the defective items, a refund, or another remedial action. Please also update us on the measures you will implement to prevent a recurrence of such issues in future batches.

For your convenience, here are the relevant details:

Product Name: [Product Name]
Batch Number: [Batch Number]
Order Number: [Order Number]
Delivery Date: [Delivery Date]

We value our business relationship and hope to see prompt action on this issue. Please acknowledge receipt of this letter and provide an update on your proposed resolution within [mention a reasonable timeframe, e.g., 7 business days].

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

Sincerely,
[Your Name]
[Your Position/Title, if applicable]
[Your Company Name, if applicable]