[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Notification of Rejected Goods Due to Quality Issues**

Dear [Supplier’s Name],

We are writing to formally notify you that a recent shipment of goods delivered on [DELIVERY DATE] under [PURCHASE ORDER NUMBER] does not meet the agreed-upon quality standards as outlined in our agreement dated [AGREEMENT DATE].

**Details of the Issue:**

* **Product Name/Description**: [PRODUCT DETAILS]
* **Quantity Rejected**: [NUMBER/AMOUNT]
* **Issue(s) Identified**: [*Specific quality problems, e.g., “incorrect dimensions,” “damaged packaging,” “substandard material.”*]
* **Inspection Date**: [DATE GOODS WERE INSPECTED]

Our team conducted a thorough inspection upon receipt, and the deficiencies observed render the goods unsuitable for their intended purpose.

**Action Required**

We request that you:

1. Arrange for the immediate return or collection of the rejected goods.
2. Provide replacement goods that comply with the agreed quality specifications by [REPLACEMENT DEADLINE].
3. Issue a credit or refund for the rejected items as per our agreement.

**Next Steps**

Please confirm your plan to address this matter no later than [RESPONSE DEADLINE]. You can reach out to [Name, Title] at [Email Address/Phone Number] to discuss the details further.

We value our partnership and hope to resolve this matter swiftly and amicably. However, if a resolution cannot be reached promptly, we may need to explore alternative options to meet our requirements.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]