Date:

Name of the supplier:

Name of the supplier’s company  
[Address of the company]

**Subject: Goods unsatisfactory complaint letter**

Dear Mr. ABC,

This letter is being written to you to complain about the poor quality of the products received by the company lately. The products that you delivered to the company last week have been thoroughly inspected by the quality assurance department. The inspection has been carried out by our senior analysts who are experts and licensed.

I would like to mention here regretfully that the products you have delivered to us have not met the quality standards. Due to this, our quality assurance officers have rejected the products. Based on the results obtained from the quality assurance department, the company has decided to return the products to you. In addition, we request you to send us high-quality products that easily meet the specifications and demands of our company. We hope that you will replace all the substandard items with high-quality items as this will be a clear demonstration of honesty and integrity that everyone is supposed to show in the business world.

I hope that you will take strict actions against those who are responsible for this and bring shame to the name of your company. Furthermore, please send us the required products as directed in a desirable quality so that we don’t have to face the inconvenience any further. We are expecting a quick response from your side

Regards,

Name of the sender

Signatures

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