

[Print on

insert Address]

<<Contact Name>>  
<<Trading/Company Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Date>>

Dear <<Name of Contact>>,

**RE: Supplier Feedback**

I am writing regarding the supply of the attached document(s) supplied on the dates set out therein.

the attached document(s) supplied on the

Our records [and reports] show that <<date>> was [of poor quality], [damaged],[different than ordered]

<<date>> was [of poor quality],  
[excellent quality],[met our requirements],

Details of feedback:

- <<insert detailed description of note >>
- <<insert detailed description of note >>
- <<insert detailed description of note >>

the note >>  
the note >>  
the note >>

We insist on discussing the above contract/[agree refund]/[agree repair needs]/[increase/decrease our order]

[appropriate solution]/[discontinue our order]/[discuss our future

Please contact <<Name of Contact>> at your earliest convenience.

at your earliest convenience.

Yours faithfully,

<<Name & Title>>  
For and on behalf of <<Company Name>>

**[Encl.]**

<<insert name of the document e.g. Supplier Feedback Form >>

Supplier Feedback Form >>

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