

Manufacturing Component Rejection Template

Subject: URGENT - Component Rejection Alert

Hi [Supplier Contact],

Quick heads up - we've had to reject the components from your shipment [SHIPMENT_ID] that arrived today.

Issue: [Brief description - dimensional tolerances exceeded/material defect/etc.]

Affected Parts: [Part numbers and quantities]

Action Needed: Please arrange pickup ASAP and send replacements by [DATE]

Our production line is affected, so we need this resolved quickly. Can you confirm your plan by end of business today?

Call me if you need clarification on the rejection criteria.

Thanks,

[Your Name]

[Phone Number]

Get more templates here: <https://www.lettersandtemplates.com/letters/material-rejection-letter>