

Textile Material Rejection Template

Subject: Fabric Rejection - Quality Defects Identified

Dear [Textile Supplier],

We must reject the fabric shipment received on [DATE] under Purchase Order [PO_NUMBER] due to quality defects that render the materials unsuitable for production.

Rejected Fabrics:

- Style: [Fabric Type/Style Number]
- Color: [Color/Dye Lot]
- Quantity: [Yards/Meters]
- Defects Identified: [Color variation/weave irregularities/dimensional instability/etc.]

Our quality control inspection revealed defects exceeding acceptable limits per our agreed specifications. The fabric shows [detailed description of defects] which would result in garment quality issues and customer complaints.

We require:

1. Credit memo for rejected materials
2. Immediate pickup of defective fabric
3. Rush delivery of replacement fabric meeting specifications
4. Quality certification for replacement shipment

Our production schedule requires conforming materials by [DATE] to avoid delays. Please prioritize this matter and confirm your corrective action plan.

Thank you for your immediate attention.

Best regards,

[Your Name]

[Production Manager]

[Company Name]

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