

Packaging Material Rejection Template

Subject: Packaging Issue - Need Quick Fix

Hey [Supplier Name],

Hope you're well! We've got a bit of a situation with the packaging materials you sent over on [DATE]. Unfortunately, we can't use them and need to get this sorted out.

What's wrong: [Specific issue - wrong size/damaged/print quality/etc.]

What we received: [Description and quantity]

What we actually need: [Correct specifications]

I know these things happen sometimes. Could you please pick up the incorrect materials and get us the right ones by [DATE]? Our packaging line is scheduled to run next week, so timing is pretty important.

Let me know when you can swing by to collect the rejected items, and when we can expect the replacement delivery.

Thanks for taking care of this quickly!

Cheers,

[Your Name]

[Operations Team]

[Phone/Email]

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