

Quality Complaint Letter

India SMB

Document type: Letter / notice · Generated 15 Oct 2026

This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Drafts a firm, professional letter (English + Hindi) to a supplier about defective or damaged goods, citing your order and demanding a specific remedy by a deadline, with escalation notes. Use this for a defect complaint; for a broader supplier breach or dispute use the Supplier Dispute Letter.

Purpose of this tool & output

Formally complain to a supplier about defective goods and seek redress

How the output is used

Send the drafted letter to a supplier to formally complain about defective goods and seek replacement, refund or credit.

Who receives it

The supplier who delivered the defective goods.

How to submit / file it

Send by email/registered post with photos, the invoice and batch details; keep proof.

Who should vet it

A lawyer, only if you must escalate to a legal route or consumer forum.

Important cautions

Keep photos and delivery proof as evidence.

Companion documents

- Supplier Dispute Letter
- Vendor / Supplier Agreement Generator
- Purchase Order Generator

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.