To,

[Name of Recipient]

[Designation of Recipient]

[Name of Recipient’s Company]

Date:

**Subject: Claim Letter to Vendor**

Dear [name of recipient],

Our company, [mention company name] ordered [mention details of product like, name, color, measurements/sizes, brand, etc.] on [mention date]. I am writing this letter with disappointment to inform you that the quality of the product that you delivered is not what you have shown as sample.

Moreover, we ordered [mention number of units or measurements] of [product name] and only [mention number of units or measurements that is actually delivered] is delivered.

I hope that you will respond to this letter as soon as possible to resolve this problem or else we will have to claim for a refund, as per the terms and conditions of our agreement.

Yours Truly,

[Sender Name]

[Sender Designation]

[Sender Company Name]