

Report Recall Notification Letter

Format No.:

Date: _____ (MM/DD/YYYY)

To,
Honorable Sir,

Subject: Report Recall Notification Letter

Report Recall Notification No.	Test Certificate No.

Reason for Report Recall:

Technical Non Conformity: (Please Tick mark)

<input type="checkbox"/>	Inserted Method	<input type="checkbox"/>	Standard
<input type="checkbox"/>	Work Instruction	<input type="checkbox"/>	Others

Please Specify if other Technical N.C.:

Non conformity found with reports	
From Report :	to Reports:

Please return your affected samples as earlier as possible, charges should be returned against re-tests process.

We apologize for inconvenience caused.

Warm Regards,

Lab. Manager



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