

Corrective Action Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally address the recent issue regarding the defect in the [Product Name], identified during our quality assurance processes. We take such matters seriously and are committed to ensuring that our products meet the highest standards of quality.

Details of the Issue:

- Product Name: [Product Name]
- Batch Number: [Batch Number]
- Date of Identification: [Date]
- Description of Defect: [Describe the defect]

Corrective Action Plan:

1. Immediate assessment and isolation of affected stock.
2. Investigation into the root cause of the defect.
3. Implementation of corrective measures, including [specific steps].
4. Quality assurance checks on future production batches.

We appreciate your understanding and cooperation as we resolve this matter promptly. Please feel free to reach out if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Contact Information]