

# Raw Material Quality Assurance Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you regarding the quality assurance status of the raw materials supplied under our agreement dated [Insert Agreement Date].

After conducting our routine quality inspection, we have identified that the raw materials delivered on [Insert Delivery Date] did not meet the required quality specifications as outlined in our agreement. The specific issues are as follows:

- [Issue 1 description]
- [Issue 2 description]
- [Issue 3 description]

As per our quality assurance protocols, we request that you take immediate action to address these concerns. We recommend the following corrective measures:

- [Corrective Measure 1]
- [Corrective Measure 2]
- [Corrective Measure 3]

Please provide a response by [Insert Response Deadline] outlining your action plan to resolve these issues. We value our partnership and are committed to maintaining high-quality standards in our supply chain.

Thank you for your prompt attention to this matter. We look forward to your swift response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]