

Raw Material Quality Discrepancy Alert

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company's Name]

Subject: Notification of Quality Discrepancy in Raw Materials

Dear [Supplier's Contact Name],

We are writing to inform you of a discrepancy identified regarding the quality of the raw materials received on [Insert Receipt Date]. Upon inspection, we noted that the materials did not meet the agreed-upon specifications outlined in our contract.

Details of the discrepancy are as follows:

- **Material Type:** [Insert Material Type]
- **Order Number:** [Insert Order Number]
- **Received Quantity:** [Insert Quantity]
- **Non-Conformance Description:** [Provide brief description of the issue]

We request your immediate attention to this matter, as it impacts our production schedule. Please provide us with an explanation for this discrepancy and the steps you will take to resolve the issue.

We appreciate your prompt response to this alert. If you require any further information or clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]

[Your Contact Information]