

Corrective Action Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Corrective Action Request

Dear [Recipient's Name],

We are writing to formally request a corrective action regarding [briefly describe the issue or non-conformance]. This issue has been identified during [mention the process, audit, inspection, etc.], and it has resulted in [mention the impact or consequences].

Details of the Issue:

- **Date of Occurrence:** [Insert Date]
- **Description of Non-Conformance:** [Detail the issue]
- **Impact:** [Describe effects on quality, safety, compliance, etc.]
- **Location:** [Insert Location]

Requested Actions:

Please provide a corrective action plan that includes:

- Root Cause Analysis
- Proposed Corrections
- Implementation Timeline
- Verification of Effectiveness

We request that you complete this corrective action request by [Insert Due Date]. Please confirm your receipt of this request and the associated timeline.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]