

Supplier Quality Management Improvement

Date: [Insert Date]

To,

[Supplier Name]
[Supplier Address]
[City, State, Zip Code]

Dear [Supplier Contact Name],

We are writing to address some observations regarding the quality of products delivered by your company. As part of our ongoing commitment to quality and efficiency, we believe that enhancing our supplier quality management processes is crucial.

Areas for Improvement

- **Defect Rates:** An increase in defect rates has been noted in the past shipments.
- **Timeliness:** Delays in deliveries have impacted our production schedules.
- **Documentation:** Incomplete documentation accompanying shipments has caused compliance issues.

Action Plan

We would like to propose the following action plan to improve the supplier quality management:

1. Conduct a joint root cause analysis of recent defects.
2. Implement a corrective action plan with defined deadlines.
3. Introduce regular quality reviews and performance updates.

Please confirm your acceptance of this action plan by [Insert Deadline Date]. We appreciate your cooperation and commitment to quality improvements.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]