

Vendor Quality Improvement Action Plan

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We appreciate your ongoing partnership with [Your Company Name]. However, we have identified some areas where quality can be improved to meet our mutual standards. This document outlines our action plan to address these issues.

1. Issue Description

[Description of the quality issues identified]

2. Root Cause Analysis

[Analysis of the root causes of the issues]

3. Improvement Actions

1. [Action Item 1]
2. [Action Item 2]
3. [Action Item 3]

4. Responsibilities

[Assign responsibilities for each action item]

5. Timeline

[Provide a timeline for the completion of each action]

6. Follow-Up

We will schedule follow-up meetings to review progress and make adjustments as necessary.

We look forward to your cooperation in improving the quality of our partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]