

# Supplier Corrective Action Notice

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Subject: Corrective Action Required

Dear [Supplier Contact Name],

We are writing to address a quality issue related to the recent shipment of [Product Name/ID] received on [Date of Delivery]. We have identified the following non-conformance:

- Description of Non-Conformance: [Insert Description]
- Impact: [Insert Impact on Product/Process]

As part of our quality assurance process, we require that you take corrective action to address this issue. Please provide a detailed corrective action plan by [Due Date]. The plan should include:

1. An immediate action to resolve the current issue
2. Root cause analysis of the non-conformance
3. Preventive measures to avoid recurrence

Failure to respond to this notice may result in [list potential consequences, e.g., suspension of shipments, penalties, etc.]. We appreciate your immediate attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]