

Supplier Quality Feedback

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are writing to provide feedback regarding the quality of the products supplied by your company. We appreciate your partnership and value the commitment to quality that you have shown.

Quality Performance Overview

During our recent evaluation, we noted the following:

- Product Quality: [Insert details]
- Defects Found: [Insert number and types of defects]
- On-Time Delivery: [Insert percentage or details]

Areas for Improvement

We would like to highlight some areas that require immediate attention:

- [Insert specific issue or concern]
- [Insert another issue or concern]

Action Required

Please provide a corrective action plan addressing the issues mentioned above by [Insert Deadline]. We look forward to your response and continuous improvement in our collaboration.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]