

# Quality Control Issue Notification

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We hope this message finds you well. We are writing to bring to your attention a quality control issue that has arisen with the recent shipment of [Product Name/Description] received on [Delivery Date].

Upon inspection, our quality assurance team identified several discrepancies, including:

- [Describe Issue 1]
- [Describe Issue 2]
- [Describe Issue 3]

This issue has raised concerns regarding the adherence to the quality standards outlined in our agreement. As a valued partner, we believe it is important to address this matter promptly.

We kindly request that you investigate this issue and provide us with your feedback on the root cause, as well as the corrective actions you plan to implement to prevent future occurrences. Additionally, we would appreciate your guidance on how to resolve the current situation.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]