

Supplier Quality Assurance Concern

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are writing to address a concern we have regarding the quality of [specific product or service] supplied by your company. Recently, we have identified several issues that do not meet the agreed-upon specifications and quality standards.

The specifics of our concern include:

- [Issue 1: description]
- [Issue 2: description]
- [Issue 3: description]

These issues have caused disruptions in our production schedule and have necessitated additional resources to address the fallout. We believe it is imperative to resolve these matters promptly to maintain our partnership and ensure the delivery of quality products to our customers.

We request a meeting with your quality assurance team to discuss these concerns and develop a corrective action plan. Please propose a suitable time for this meeting within the next week.

Thank you for your immediate attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]