

Supplier Quality Discrepancy Notification

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Attn: [Supplier Contact Person]

Dear [Supplier Contact Person],

We are writing to formally notify you of a quality discrepancy related to the recent shipment of [Product/Part Name] received on [Date of Receipt]. Upon inspection, we have identified the following issues:

- Issue 1: [Description of the issue]
- Issue 2: [Description of the issue]
- Issue 3: [Description of the issue]

We request that you investigate this matter urgently and provide us with a detailed response by [Response Deadline]. Please include information regarding the root cause of the discrepancy and the corrective actions you will implement to prevent future occurrences.

We appreciate your prompt attention to this matter and look forward to your swift response.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]