

# Supplier Quality Issue Alert

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Urgent Quality Issue Notification

Dear [Supplier Contact Name],

We hope this message finds you well. We are writing to inform you of a quality issue that has been identified with the recent shipment of materials/products received on [Insert Date].

Details of the issue are as follows:

- **Product Name/Code:** [Insert Product Name/Code]
- **Batch/Serial Number:** [Insert Batch/Serial Number]
- **Nature of the Quality Issue:** [Briefly describe the issue]
- **Impact on Production:** [Describe any impact on your operations]

We request your immediate attention to this matter and propose the following steps:

1. Investigate the root cause of the quality issue.
2. Provide us with a corrective action plan by [Insert Deadline].
3. Ensure that future shipments meet all agreed quality standards.

Please acknowledge receipt of this alert and confirm your plan of action at your earliest convenience.

Thank you for your prompt attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]