

Supplier Quality Standard Violation Notice

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Contact: [Supplier Contact Information]

Dear [Supplier Name],

We are writing to formally notify you of a violation of our supplier quality standards observed during our recent quality audit conducted on [Insert Date of Audit].

The specific violations noted include:

- [Description of Violation 1]
- [Description of Violation 2]
- [Description of Violation 3]

As per our agreement, these violations put our quality assurance processes at risk and require your immediate attention. We request that you conduct a thorough investigation into these issues and provide a corrective action plan by [Insert Response Due Date].

Failure to address these violations may result in further actions, including potential penalties or a reassessment of our business relationship.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]