

Vendor Quality Concern Communication

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor's Contact Name],

We are writing to bring to your attention a quality concern we have identified regarding [specific product or service]. This concern has been noted during our recent assessments and has impacted our operations.

The specific issues identified include:

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

We kindly request your immediate attention to these issues and ask that you provide us with a corrective action plan by [insert deadline]. It is essential for us to maintain the high standards expected in our partnership.

Thank you for your prompt cooperation. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]