

Vendor Quality Deficiency Report

Date: [Insert Date]

To:

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

Subject: Quality Deficiency Report

We are writing to inform you of a quality deficiency that has been identified in the recent shipment of products received from your company on [Insert Shipment Date]. The details of the deficiency are as follows:

Deficiency Details:

- **Product Name:** [Insert Product Name]
- **Order Number:** [Insert Order Number]
- **Deficiency Description:** [Insert Description of the Quality Issue]
- **Quantity Affected:** [Insert Quantity]

As per our quality assurance standards, we expect all products to meet the specified quality requirements. This deficiency will require your immediate attention. Please provide us with a response outlining how you intend to address this issue by [Insert Response Due Date].

We value our partnership and look forward to your prompt action regarding this matter. If you have any questions, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]