

Vendor Quality Issue Escalation Letter

Date: [Insert Date]

To:

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Subject: Escalation of Quality Issues

Dear [Vendor Contact Name],

I hope this message finds you well. I am writing to formally escalate a quality issue we have been experiencing with your products/services.

Details of the Issue:

- Issue Description: [Brief Description]
- Product/Service Affected: [Product/Service Name]
- Order Number: [Order Number]
- Date of Occurrence: [Date]

We have previously communicated about this issue on [insert previous communication date] and have not seen satisfactory improvements. It is imperative that we address this matter promptly to avoid further impact on our operations.

We kindly request your immediate attention to this matter and a prompt response outlining your action plan to resolve the issue. Please provide an update by [insert deadline].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]