

Immediate Action Required

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Supplier Name]

[Supplier Company Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

We are writing to inform you that immediate action is required regarding [specific issue or product]. It has come to our attention that [brief description of the issue]. This situation is impacting our operations and must be addressed without delay.

We request that you take the following actions:

- [Action Item 1]
- [Action Item 2]
- [Action Item 3]

We expect your prompt response to this matter by [insert deadline date]. Failure to comply may result in [consequences, if applicable]. Please feel free to reach out to us if you have any questions or require further clarification.

Thank you for your immediate attention to this urgent issue.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]