

Quality Standards Violation Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notice of Quality Standards Violation

Dear [Recipient's Name],

We are writing to inform you of a violation of our quality standards that was observed on [insert date of observation]. This incident has raised concerns regarding the quality of products/services provided.

Details of the Violation:

- **Violation Type:** [Specify the nature of the violation]
- **Description:** [Provide a brief description of the incident]
- **Relevant Standards:** [List the specific standards that were violated]

We would appreciate your immediate attention to this matter. Please provide a written response addressing the violation by [insert response deadline]. Failure to rectify this issue may result in further action.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]