

# Supplier Quality Assurance Claim

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Subject: Quality Assurance Claim

Dear [Supplier Contact Name],

We are writing to formally notify you of a quality issue that has arisen with the recent shipment of products received on [Insert Delivery Date]. Our initial inspection and testing have identified non-conformities that do not meet the agreed specifications and quality standards.

Details of the claim are as follows:

- **Product Name:** [Product Name]
- **Order Number:** [Order Number]
- **Quantity Received:** [Quantity]
- **Description of Issue:** [Description of the Quality Issue]
- **Expected Resolution:** [Expected Resolution or Outcome]

We request your prompt attention to this matter and expect a response by [Insert Deadline]. Please don't hesitate to reach us at [Contact Information] if you require further information or clarification.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]