

Supplier Quality Concern Report

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Supplier Quality Concern Report

Concern Details

Issue Description:

[Describe the quality concern experienced with the supplied materials/products.]

Impact

[Explain how this concern impacts production, costs, or customer satisfaction.]

Requested Action

[Detail the actions required from the supplier to resolve the concern and prevent recurrence.]

Response Deadline

[Specify the deadline for the supplier's response.]

Contact Information

If you have any questions or need further clarification, please contact:

Name: [Your Name]

Email: [Your Email]

Phone: [Your Phone Number]

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]