

Supplier Quality Control Alert

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Quality Control Alert

Dear [Supplier Contact Name],

We hope this message finds you well. This letter serves as a formal alert regarding quality control concerns we have observed with your recent shipments.

The following issues have been identified:

- Issue 1: [Description of Quality Issue]
- Issue 2: [Description of Quality Issue]
- Issue 3: [Description of Quality Issue]

We kindly ask for your immediate attention to this matter and request that you provide us with a root cause analysis along with a corrective action plan by [Response Deadline].

Your cooperation is crucial to maintain our quality standards and ensure uninterrupted supply.

Thank you for your prompt attention to this matter. Please feel free to reach out if you have any questions or require further assistance.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Contact Information]