

Supplier Quality Deficiency Communication

Date: [Insert Date]

To: [Supplier Name]

Attn: [Supplier Contact Person]

[Supplier Address]

Dear [Supplier Contact Person],

We hope this message finds you well. We are writing to inform you of a quality deficiency identified with the materials/products supplied by your company on [insert date or order number]. After a thorough assessment, we have determined that the following issues have occurred:

- [Describe Issue 1]
- [Describe Issue 2]
- [Describe Issue 3]

These deficiencies have been noted in our records and have impacted our production quality and schedule. We kindly ask for your immediate attention to resolve these issues and provide us with a corrective action plan by [insert deadline date].

Additionally, we request a root cause analysis and measures you will implement to prevent recurrence in future shipments. Maintaining quality is paramount for our partnership, and we appreciate your cooperation in this matter.

Thank you for your prompt attention to this urgent matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]