

# Supplier Quality Issue Notification

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

Attention: [Supplier Contact Name]

Dear [Supplier Contact Name],

We are writing to formally notify you of a quality issue concerning the products received from your company. Upon inspection, we have identified the following concerns:

- Product Name: [Insert Product Name]
- Issue Description: [Briefly describe the issue]
- Quantity Affected: [Insert Quantity]
- Inspection Date: [Insert Date]

We request that you investigate this matter and provide us with a response within [Insert Time Frame]. It is crucial that we address this issue promptly to minimize impact on our operations.

Please confirm receipt of this notification and provide us with any information regarding corrective actions taken to resolve the matter.

Thank you for your immediate attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]