

Supplier Quality Non-Conformance Notice

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Non-Conformance Notice

Dear [Supplier Contact Name],

We are writing to inform you of a quality issue identified in the recent shipment of [Product Name/Description], reference number [Purchase Order Number] received on [Receipt Date].

Non-Conformance Details:

- Non-Conformance ID: [Insert ID]
- Item Description: [Insert Item Description]
- Issue Description: [Insert Issue Description]
- Quantity Affected: [Insert Quantity]
- Expected Resolution Date: [Insert Resolution Date]

As per our agreement and quality standards, we request that you investigate this matter and provide us with a corrective action plan by [Insert Deadline Date].

Please acknowledge receipt of this notice and confirm your understanding of the details provided. We value our partnership and are looking forward to your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]