

Supplier Quality Review and Improvement Request

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our ongoing commitment to quality and continuous improvement, we are conducting a Supplier Quality Review and would like to bring to your attention some areas where we have noted opportunities for enhancement.

Review Summary

- Issue 1: [Description of the issue]
- Issue 2: [Description of the issue]
- Issue 3: [Description of the issue]

Improvement Request

To address these issues, we kindly request your collaboration in developing a corrective action plan that includes:

1. Detailed analysis of the issues
2. Proposed actions to resolve the issues
3. Timeline for implementation
4. Regular updates on progress

We value our partnership and believe that your attention to these areas will improve our joint efforts and achieve higher standards of quality.

Please submit your response by [Insert Deadline]. If you require any assistance or clarification, do not hesitate to reach out.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]