

# Corrective Action Plan Communication

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Corrective Action Plan

Dear [Recipient's Name],

Following our recent discussion regarding [specific issue], I am writing to formally communicate the corrective action plan that has been established to address the identified concerns.

## Corrective Action Plan Details:

1. **Issue Identified:** [Brief description of the issue]
2. **Root Cause Analysis:** [Brief description of root cause]
3. **Proposed Actions:**
  - [Action Step 1]
  - [Action Step 2]
  - [Action Step 3]
4. **Timeline:** [Timeline for implementation]
5. **Responsible Parties:** [List of individuals responsible]

We are committed to resolving this matter promptly and effectively. Please feel free to reach out to me directly if you have any questions or require further information.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]