

Corrective Action Plan Submission

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Submission of Corrective Action Plan

Dear [Supplier Contact Name],

We hope this message finds you well. In light of our recent quality review, we have identified several areas that require immediate attention regarding [specific issue]. We appreciate your collaboration and commitment to maintaining high standards.

Attached to this letter, you will find our proposed Corrective Action Plan (CAP). This plan outlines the necessary corrective actions, responsibilities, and timelines to address the identified issues effectively.

We kindly request your prompt feedback on the proposed CAP by [Insert Deadline]. Collaboration is vital to ensuring the swift resolution of these matters.

Thank you for your attention to this important issue. We look forward to your response and working together to enhance our partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Attachment: Corrective_Action_Plan.pdf