

Critical Quality Issues Alert

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Critical Quality Issues Alert

Dear [Supplier Name],

We are writing to formally notify you of critical quality issues that have been identified with the recent batches of [specific product or materials] supplied to us. These issues have the potential to impact our operations and the quality of our end products.

The issues identified include:

- [Issue 1]
- [Issue 2]
- [Issue 3]

We request your immediate attention to investigate these matters and implement corrective actions. Please provide us with a report detailing your findings and the actions you plan to take by [specific deadline].

Failure to address these issues may result in further action, including a review of our business relationship. We appreciate your prompt attention to this critical matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]