

# Non-Conformance Report

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Non-Conformance Report - [Product/Service Name]

**Dear [Supplier Contact Name],**

We are writing to inform you of a recent non-conformance issue concerning the [specific product/service] supplied by your company.

## **Details of Non-Conformance:**

- **Product/Service Name:** [Insert Product/Service Name]
- **Order Number:** [Insert Order Number]
- **Description of Non-Conformance:** [Provide a brief description of the issue]
- **Date of Detection:** [Insert Date]
- **Expected Resolution Date:** [Insert Date]

## **Action Required:**

Please investigate this matter and provide us with a root cause analysis and corrective action plan by [Insert Deadline].

## **Conclusion:**

We appreciate your immediate attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]