

# Quality Compliance Notification

Date: [Insert Date]

To: [Supplier's Name]

Address: [Supplier's Address]

Dear [Supplier's Contact Person],

We are writing to inform you about important updates regarding quality compliance standards that must be adhered to in our ongoing partnership. It has come to our attention that there have been deviations in the quality of the products supplied to us.

In order to maintain the high standards we both value, we request that you review your processes and implement necessary measures to ensure compliance with our specifications. Specifically, we require the following corrective actions:

- [Specific requirement 1]
- [Specific requirement 2]
- [Specific requirement 3]

Please submit a formal response by [insert response deadline] detailing the steps you will take to rectify these issues. We appreciate your immediate attention to this matter and look forward to your cooperation.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]