

Supplier Quality Improvement Request

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Quality Improvement Request

Dear [Supplier Contact Name],

We appreciate your ongoing partnership and the contributions you make to our operations. However, we have identified some quality issues with the [specific product or service] provided by your company that need immediate attention.

Details of the issues are as follows:

- Issue 1: [Description of the issue]
- Issue 2: [Description of the issue]
- Issue 3: [Description of the issue]

To ensure the continued success of our partnership, we request a corrective action plan detailing how you intend to address these quality concerns. Please include timelines and any resources needed to implement these improvements.

We value our relationship with your company and look forward to your prompt response to this request. Please feel free to reach out if you have any questions or require further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]