

Supplier Operational Deviation Alert

Date: _____

To: [Supplier Name]

From: [Your Company Name]

Subject: Operational Deviation Alert - Immediate Attention Required

Dear [Supplier Contact Name],

We are writing to inform you of a recent operational deviation related to the products/services we receive from your company. It has come to our attention that:

- **Deviation Details:** [Description of deviation]
- **Date of Occurrence:** [Date]
- **Impact on Operations:** [Impact description]

We request your immediate review and corrective action regarding this matter. Please provide us with the following:

- A detailed explanation of the deviation.
- Actions taken to resolve the issue.
- Preventative measures to avoid recurrence.

We value our partnership and look forward to your prompt response on or before [Response Due Date].

Thank you for your attention to this critical matter.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]