

Supplier Quality Standard Violation Notification

Date: [Insert Date]

To:

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are writing to formally notify you of a violation regarding the quality standards outlined in our supplier agreement dated [Insert Date]. During our recent quality review, we identified the following issues:

- Violation of quality specifications for [Specify Product/Service]
- Failure to meet delivery timelines as agreed upon
- Inadequate documentation for quality assurance processes

These violations have resulted in significant disruptions and have raised concerns regarding your compliance with our quality standards. We request your immediate attention to rectify these issues and to provide a corrective action plan by [Insert Deadline Date].

Failure to address these matters may result in further action, up to and including reconsideration of our partnership. Please take this notification seriously and respond accordingly.

Thank you for your prompt attention to this matter. We look forward to your timely response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]