

Supplier Shipping Compliance Issue

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are writing to address a compliance issue regarding recent shipments received from your company. It has come to our attention that the following discrepancies have occurred:

- Order Number: [Insert Order Number] - [Brief Description of the Issue]
- Order Number: [Insert Order Number] - [Brief Description of the Issue]
- Order Number: [Insert Order Number] - [Brief Description of the Issue]

These issues are in violation of our shipping compliance standards and could potentially disrupt our supply chain operations. We kindly ask that you review your shipping procedures to ensure that all future shipments adhere to our requirements.

Please provide a response by [Insert Response Deadline] detailing how these issues will be addressed and the corrective actions you plan to implement.

Thank you for your prompt attention to this matter. We value your partnership and look forward to resolving these issues together.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]