

Supplier Error Reporting Communication

Date: **[Insert Date]**

To: **[Supplier's Name]**

From: **[Your Company's Name]**

Subject: Error Reporting for [Specific Product/Service]

Dear [Supplier's Name],

We hope this message finds you well. We are writing to formally report an error that has been identified in the recent shipment of [insert product or service details].

Error Details:

- Product Name: [Product Name]
- Order Number: [Order Number]
- Date of Issue: [Date]
- Description of Error: [Brief description of the error]
- Quantity Involved: [Quantity]

We kindly request your urgent attention to this issue and ask for your assistance in rectifying the error.

Please let us know how you plan to address this matter by **[Insert Deadline]**.

Thank you for your prompt attention to this issue. We appreciate your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Contact Information]