

# Error Reporting Template for Suppliers

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company's Name]

Subject: Error Report - [Brief Description of the Error]

Dear [Supplier's Name],

We are writing to inform you about an error that has been identified in our recent dealings. The details of the issue are as follows:

## Error Details:

- **Error Description:** [Detailed description of the error]
- **Date of Occurrence:** [Date]
- **Invoice Number:** [Invoice Number]
- **Product/Service affected:** [Product/Service]

## Impact:

[Description of how the error has affected your operations]

## Required Action:

We request that you [specific actions required by the supplier to resolve the issue].

Please provide a response by [Response Deadline] to avoid any further complications.

Thank you for your immediate attention to this matter. We appreciate your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]