

Protocol for Reporting Supplier Errors

Date: _____

To: [Supplier Name]

From: [Your Company Name]

Subject: Report of Error in Supply

Dear [Supplier Contact Name],

We are writing to formally report an error regarding the recent delivery of [Product/Service Name] dated [Delivery Date]. Upon inspection, we found the following discrepancies:

- Error Description 1: [Details]
- Error Description 2: [Details]
- Error Description 3: [Details]

To resolve this matter, we kindly request that you investigate the issue and provide us with feedback by [Response Deadline]. Please find attached any relevant documents for your reference.

We appreciate your prompt attention to this matter and look forward to your swift response.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]