

Supplier Error Acknowledgment Procedure

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Dear [Supplier Contact Name],

We would like to acknowledge the error reported regarding [brief description of the error]. After careful review, we have identified the following details related to the issue:

- **Error Description:** [Insert description of the error]
- **Order Reference Number:** [Insert Order Number]
- **Date of Incident:** [Insert Date]

We appreciate your prompt attention to this matter and encourage you to follow the outlined steps below to resolve the issue:

1. Investigate the cause of the error.
2. Provide a written report detailing your findings.
3. Implement corrective actions to prevent recurrence.

Please respond by [Insert Deadline] with your findings and any corrective actions taken. This will help us maintain our mutually beneficial relationship and ensure the quality of our transactions.

Thank you for your attention to this matter. If you have any questions, please feel free to contact us at [Your Contact Information].

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]