

Supplier Error Resolution Process

From: [Your Company Name]

To: [Supplier's Name]

Date: [Date]

Subject: Supplier Error Resolution Process Notification

Dear [Supplier's Name],

We would like to bring to your attention a recent issue involving [describe the error briefly, e.g., incorrect shipment, billing discrepancies, etc.]. This error was identified on [mention date], and we believe it is important to address it promptly.

Error Details:

- **Error Type:** [Type of error]
- **Order/Invoice Number:** [Order/Invoice number]
- **Date of Issue:** [Issue date]

To resolve this matter, we kindly request that you:

1. Review the error as outlined above.
2. Provide us with an explanation of the cause.
3. Outline corrective actions taken to prevent future occurrences.

Please respond to this letter by [response deadline date] so we can resolve this matter efficiently.

Thank you for your prompt attention to this issue. We value our partnership and look forward to your quick reply.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]