

Supplier Issue Reporting Process

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

Subject: Reporting of Supplier Issue

We are writing to formally report an issue that has arisen regarding the recent shipment received on [insert date]. The details of the issue are as follows:

- **Order Number:** [Insert Order Number]
- **Product Description:** [Insert Product Description]
- **Nature of Issue:** [Describe the Issue]
- **Quantity Affected:** [Insert Quantity]
- **Proposed Resolution:** [Insert Proposed Resolution]

We expect that you will address this issue promptly and provide a response by [insert response deadline]. It is important for us to resolve this matter as it may affect our operational capacity.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]