

Supplier Quality Complaint Resolution

Date: [Insert Date]

[Supplier Company Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are writing to formally address a quality concern that has been identified with the products supplied by your company. After a thorough review, our quality control team found that the [specific issue or product] does not meet the required specifications as outlined in our agreement.

The details of the complaint are as follows:

- **Invoice Number:** [Insert Invoice Number]
- **Product Description:** [Insert Product Description]
- **Date of Receipt:** [Insert Date]
- **Nature of Complaint:** [Describe the complaint]

We request your prompt attention to this matter and ask for a resolution plan to be submitted by [Insert Due Date]. Additionally, we would appreciate if you could outline the steps that will be taken to prevent this issue from recurring in the future.

Thank you for your cooperation. We value our partnership and look forward to resolving this issue expediently.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]