

Supplier Corrective Action Request

Date: [Insert Date]

To: [Supplier Name]
[Supplier Address]
[City, State, Zip Code]

From: [Your Company Name]
[Your Company Address]
[City, State, Zip Code]

Subject: Supplier Corrective Action Request (SCAR)

Dear [Supplier Contact Name],

We are writing to formally request a corrective action concerning the recent issue identified with [describe the issue or product concerned]. This situation has impacted our operations and requires your immediate attention.

Details of the Issue:

- **Issue Description:** [Brief description of the issue]
- **Date Identified:** [Date]
- **Impact:** [Describe the impact on your company]

We ask that you provide the following information:

1. Root Cause Analysis
2. Corrective Action Plan
3. Preventive Measures

Please respond to this request by [insert response deadline]. If you have any questions or need further clarification, do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Contact Information]