

Supplier Deficiency Corrective Measures

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company Name]

Subject: Corrective Action Required for Supplier Deficiency

Dear [Supplier's Contact Name],

We are writing to address the recent deficiencies observed in the supplies received from your company. It has come to our attention that [briefly describe the issue, e.g., quality issues, late deliveries, etc.].

To ensure the continuity of our partnership and maintain the quality standards expected by our clients, we request that you implement the following corrective measures:

1. [Corrective Measure 1]
2. [Corrective Measure 2]
3. [Corrective Measure 3]

Please provide us with a detailed action plan outlining how you intend to address these deficiencies by [insert deadline]. We appreciate your immediate attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]