

Supplier Quality Improvement Notice

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are writing to formally notify you of a quality issue detected in the recent shipment of [Product Name/Description]. It has come to our attention that [describe the specific quality issue, e.g., non-conformance to specifications, defects, etc.].

This issue has resulted in [briefly describe the impact, e.g., production delays, customer complaints, etc.]. We request that you conduct an immediate investigation into the root cause of this issue and provide a corrective action plan to prevent future occurrences.

Please respond to this notice by [insert response deadline] with your findings and proposed actions. We value our partnership and trust that you will treat this matter with utmost priority.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]