

Supplier Root Cause Analysis Request

Date: [Insert Date]

To: [Supplier Name]

Subject: Request for Root Cause Analysis on [Specify Issue]

Dear [Supplier Contact Name],

We hope this message finds you well. We are reaching out to formally request a Root Cause Analysis (RCA) regarding the recent issues we have encountered with [briefly describe the issue, e.g., product defects, delivery delays]. As a valued supplier, your cooperation is crucial in addressing this matter.

To assist with our analysis, we ask that you provide the following information:

- Details of the identified issue
- Initial assessment of possible root causes
- Corrective actions taken or planned
- Timeline for resolution
- Any documentation relating to the incident

We appreciate your prompt attention to this matter and request your findings by [insert deadline]. This will help us ensure quality and reliability in our collaborative efforts going forward.

Thank you for your cooperation. Please feel free to reach out if you have any questions.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]