

Date: [Insert Date]

To: [Supplier/Manufacturer Name]

[Supplier/Manufacturer Address]

[City, State, ZIP Code]

Subject: Quality Adjustment Letter for Recurring Product Quality Issues

Dear [Supplier/Manufacturer Contact Name],

We value our ongoing partnership and appreciate your continued support in supplying [Product Name(s)] to our organization. However, we have recently observed and documented recurring product quality issues with your recent shipments, specifically concerning [briefly describe observed quality issues and affected batches/lots].

These repeated quality concerns have had a significant impact on our supply chain and service commitments, including:

- Delays in production and delivery schedules
- Increased return and replacement rates
- Customer dissatisfaction and reputational risks

We have conducted an internal review and determined that these failures do not meet the established quality standards outlined in our agreement. In light of these concerns, we request the following corrective actions and quality adjustments:

1. Immediate investigation and identification of root causes for the recurring defects.
2. Implementation of stronger quality control measures and comprehensive employee training.
3. Replacement or credit for all defective products delivered within the last [specify timeframe, e.g., 90 days].
4. Regular progress updates on corrective actions and results of internal audits.
5. Ongoing cooperation in continuous product quality improvement and frequent sample checks for the next [specify period, e.g., 6 months].

Please respond with your action plan and timeline for addressing these issues by [insert response deadline]. Should these corrective measures not be implemented within the agreed timeline, we will be compelled to re-evaluate our business relationship and consider alternative sourcing options.

Thank you for your attention to this matter and your commitment to delivering quality products. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]

[Your Contact Information]