

#193 / Escalation #192 / Correspondence re Volume drop, Margin compliance, Volume/Margin Threshold, ROI Impact  
Sample Company: 0012

Below are two draft correspondence templates for escalation subject [verification #] —one for the Buyer Manager (regarding supplier volume drops) and one for the CFO (regarding margin deviation issues). Each message instructs the recipient to respond to Sean Sadler by next week with their determined actions. You may deliver these messages at your convenience.

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Subject: Immediate Action Required: Supplier Volume Drop & Margin Compliance Issues – Response Needed

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**1. To: Buyer Manager & General Manager**

Regarding: Significant Supplier Volume Drops

Dear [Buyer Manager Name],  
CC: [General Manager Name]

We have identified that the following suppliers—Star Scrap LLC, Allied Metals, and Central Iron Co—have experienced volume declines exceeding 10% in recent reporting periods. This represents a significant churn risk for our business and warrants immediate review.

Please assess the underlying causes for these declines, initiate appropriate supplier retention measures, and prepare a summary of your proposed actions. Kindly provide your response and intended next steps to Sean Sadler by the end of next week.

Thank you for your prompt attention to this matter.

Best regards,  
[Your Name]  
[Company Name]

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**2. To: CFO & Responsible Buyers**

Regarding: Margin Compliance Deviations

Dear [CFO Name],  
CC: [J. Matthews], [K. Malhotra], [V. Chen] [S. Sadler]

Our compliance monitoring has detected multiple transactions where buyers have quoted margins greater than 2% over or under established thresholds. Notably, these cases involve J. Matthews, K. Malhotra, and V. Chen and suppliers such as Star Scrap LLC, Allied Metals, and Central Iron Co.

As these deviations can materially impact our profitability and risk profile, we request that you conduct an immediate review of your pricing decisions for the flagged period. Please draft and communicate your remediation plans or a rationale for exceptions to Sean Sadler by the end of next week.

Your cooperation in upholding our margin discipline is appreciated.

Best regards,  
[Your Name]  
[Company Name]