

Compliance Certificate Request for Quality Assurance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

Dear [Recipient's Name],

We are writing to formally request a Compliance Certificate for our recent Quality Assurance audit conducted on [Insert Date of Audit]. As part of our commitment to maintaining the highest standards in our operations, it is essential for us to validate our compliance with applicable industry standards.

The following documents are attached to facilitate your review:

- Audit Report
- Quality Assurance Policy Document
- Any additional relevant documentation

We appreciate your prompt attention to this matter and look forward to receiving the Compliance Certificate at your earliest convenience. Should you have any questions or require further information, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]