

# Raw Material Batch Quality Review

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Raw Material Batch Quality Review for Batch No. [Batch Number]

Dear [Recipient's Name],

This letter serves to inform you of the quality review conducted on the raw material batch number [Batch Number], received on [Receipt Date]. The review process focused on the following criteria:

- Quality Assurance Standards
- Physical and Chemical Properties
- Compliance with Specifications
- Documentation and Traceability

After thorough evaluation, the batch was found to:

- Meet all quality specifications.
- Pass all required tests.
- Have complete and accurate documentation.

In conclusion, the raw material batch number [Batch Number] is approved for use in production. Please feel free to reach out if you have any further questions or require additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]