

Raw Material Quality Audit Summary

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Summary of Raw Material Quality Audit

Dear [Recipient Name],

This letter serves as a summary of the raw material quality audit conducted on [Insert Audit Date] at [Company/Location]. The audit aimed to evaluate the quality of materials sourced from our suppliers.

Audit Details

- **Audit Type:** Raw Material Quality Assessment
- **Suppliers Audited:** [List of Suppliers]
- **Materials Reviewed:** [List of Materials]

Findings

The audit revealed the following key findings:

1. [Finding 1]
2. [Finding 2]
3. [Finding 3]

Recommendations

Based on the findings, we recommend the following actions:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

Conclusion

We appreciate your attention to these matters, and we are committed to ensuring compliance and enhancing the quality of our raw materials. Should you have any questions or require further details, please feel free to contact me.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]