

Raw Material Supplier Quality Assessment

Date: [Insert Date]

To,

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are conducting a quality assessment of our raw material suppliers to ensure that they meet our quality standards and expectations. This assessment will help us maintain the highest level of quality for our products.

Please provide the following information:

- Company profile and history
- Quality certifications (e.g., ISO, BS) and compliance documents
- Details of quality control measures in place
- Product specifications and material safety data sheets (MSDS)
- Any recent quality audit reports and corrective actions taken

We kindly ask that you submit the requested information by [Insert Deadline]. This will allow us to proceed with our assessment and ensure continued partnership.

Thank you for your attention to this matter. We appreciate your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]