

Quality Assurance Inquiry for Project Deliverables

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. As we approach the completion of [Project Name], I wanted to take a moment to inquire about the quality assurance measures that are being implemented for the project deliverables.

Could you please provide an update on the current status of quality checks and any metrics or standards being used to assess the deliverables? Additionally, I would appreciate if you could share any identified risks or areas of concern and the corrective actions being taken to address them.

Ensuring high-quality outcomes is critical to the success of our project, and I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]