

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We appreciate your recent submission for the quality assessment process at [Company Name]. After a thorough review, we regret to inform you that your submission did not meet our quality standards this time.

We recognize the effort and resources that went into your project and encourage you to address the feedback provided in the assessment report. We value your commitment to quality and hope to see your future endeavors.

Thank you for your understanding, and we look forward to the possibility of collaborating in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Company]