

Letter of Responsibility for Poor Quality Inspection Outcomes

Date: [Insert Date]

To: [Insert Recipient's Name]

Company: [Insert Company Name]

Address: [Insert Address]

Dear [Recipient's Name],

Subject: Acknowledgment of Responsibility for Quality Inspection Outcomes

I am writing to formally acknowledge and take responsibility for the poor quality outcomes identified during the recent inspection conducted on [Insert Date]. Our team has reviewed the inspection results and confirms that the deficiencies stem from our processes, which did not meet the established quality standards.

We understand the impact this may have on your operations and appreciate your understanding as we work to resolve these issues. We are committed to implementing corrective actions, including [briefly outline corrective actions], to prevent any future occurrences.

We value our partnership and assure you that we are prioritizing this matter. Please do not hesitate to reach out if you have any questions or need further clarification.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]