

Vendor Quality Assurance Policy Statement

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Date]

To Whom It May Concern,

At [Company Name], we are committed to achieving and maintaining the highest quality standards in our products and services. In line with our dedication to excellence, we have established the following Vendor Quality Assurance Policy:

Policy Statement

We expect our vendors to maintain a continuous improvement cycle that meets or exceeds the quality specifications and requirements of our organization. All vendors must commit to:

- Providing products and services that meet our quality standards.
- Submitting to regular audits and assessments of their quality management systems.
- Promptly addressing any quality issues and implementing corrective actions.
- Continuously improving processes to enhance quality and efficiency.

Responsibilities

Our Vendor Quality Assurance team is responsible for monitoring compliance with this policy and will liaise with vendors to facilitate adherence to our quality standards.

Conclusion

We value our partnerships with our vendors and believe that mutual commitment to quality will enhance our collective success. Thank you for your cooperation and commitment to quality excellence.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]