

Supplier Product Quality Assessment Notification

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Name],

We are writing to inform you that a quality assessment of the products supplied by your company will be conducted on [insert assessment date]. This assessment is part of our ongoing commitment to ensure the highest quality standards are maintained throughout our supply chain.

The products subject to assessment include:

- [Product 1]
- [Product 2]
- [Product 3]

We kindly request your cooperation in providing any necessary documentation related to these products, including quality control reports, certifications, and inspection records, by [insert due date].

Thank you for your attention to this matter. We appreciate your partnership and commitment to quality.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]