

# Supplier Quality Control Certification Inquiry

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Email: [Supplier Email]

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our ongoing supplier quality management program, we are in the process of verifying the quality control certifications of all our suppliers.

We kindly request that you provide us with the following information:

- Current quality control certifications held, including expiration dates
- Summary of your quality management system
- Any recent audit reports or assessments related to your quality control practices

We appreciate your cooperation in this matter and look forward to receiving your response by [Insert Due Date]. Please feel free to reach out to us if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]