

Dear [Supplier's Name],

I hope this message finds you well. I am writing to remind you about our previous discussions regarding the quality assurance standards for our recent order, Purchase Order #[Order Number].

As we agreed, it is essential that all items meet the specified quality criteria to ensure seamless integration into our production process. Please confirm that the quality assurance checks are being conducted and share any relevant documentation by [Deadline Date].

Thank you for your attention to this matter. We appreciate your cooperation and look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]