

Letter of Supplier Batch Testing Expectations Alignment

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We appreciate your partnership and commitment to quality in our collaborative efforts. As part of our ongoing process improvement and quality assurance initiatives, we would like to align our expectations regarding the batch testing of products supplied by your organization.

Batch Testing Expectations

- **Testing Scope:** Please confirm the specific tests that will be conducted on each batch.
- **Sample Size:** Indicate the sample size that will be utilized for testing to ensure statistical validity.
- **Testing Standards:** Adhere to the agreed-upon industry standards and testing methods detailed in our contract.
- **Reporting:** Results of testing must be submitted within [x] business days of completion.
- **Non-Conformance:** Outline the protocol for addressing any non-conformance identified during testing.

We believe that aligning on these expectations will enhance our ability to deliver quality products to our customers efficiently. Please review the above points and provide your feedback by [Insert Deadline].

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]