

Supplier Terms and Conditions Inquiry

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, ZIP Code]

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our commitment to ensuring high-quality standards within our supply chain, we are inquiring about your current terms and conditions related to quality assurance.

Specifically, we would like to receive detailed information regarding the following:

- Quality Assurance Standards you adhere to
- Inspection and testing processes
- Warranty and guarantees offered
- Procedure for handling non-conformance

We appreciate your prompt attention to this matter and look forward to your response by [Insert Response Due Date].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]