

Vendor Quality Assessment

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are conducting a quality assessment of our vendors and would like to request your cooperation in this process. Our aim is to ensure that we maintain the highest quality standards for our products/services.

Please provide the following information:

- Company profile and capabilities
- Quality control procedures
- Certifications and compliance documentation
- Recent quality audit reports
- Any other relevant information

We kindly request that you submit the above information by [Insert Due Date]. Your timely response will assist us in evaluating and enhancing our partnership.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]