

Vendor Quality Review

Date: [Insert Date]

To,

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this letter finds you well. As part of our ongoing commitment to maintaining quality standards, we are conducting a vendor quality review of our suppliers, and we would like to include you in this process.

The purpose of this review is to assess the quality of the products and services you provide, and to identify areas for improvement, if any. We believe that maintaining a strong partnership with you is essential to our mutual success.

Review Scope

- Quality of Products
- Delivery Performance
- Communication and Responsiveness

Required Documentation

Please provide us with the following information by [Insert Deadline]:

- Recent quality control reports
- Supplier performance metrics
- Corrective actions taken on past issues

If you have any questions about this review or require additional information, feel free to reach out to us at [Your Contact Information].

Thank you for your cooperation and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]