

# Supplier Quality Compliance Inquiry

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are reaching out to inquire about the quality compliance of the products supplied to us under the contract [Insert Contract Number]. As part of our commitment to maintaining high-quality standards, we require confirmation of your compliance with the following quality standards:

- [Quality Standard 1]
- [Quality Standard 2]
- [Quality Standard 3]

Additionally, please provide any relevant documentation, such as certificates, audit reports, or corrective action plans that demonstrate your adherence to these standards.

We appreciate your prompt response to this inquiry by [Insert Response Deadline]. If you have any questions, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]