

Vendor Quality Inspection Request

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Subject: Request for Quality Inspection

Dear [Vendor Contact Name],

We hope this message finds you well. We are reaching out to formally request a quality inspection for the upcoming shipment of [Product/Items] scheduled for delivery on [Delivery Date].

To ensure compliance with our quality standards and specifications, we kindly request that you provide the following:

- Inspection report from your quality control team
- Samples of the products for our review
- Any relevant certifications and documentation

The inspection is critical to maintain our product quality and customer satisfaction. Please confirm the scheduling of this inspection at your earliest convenience.

Thank you for your cooperation. Looking forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]