

Quality Assurance Feedback

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Quality Assurance Feedback

Dear [Supplier Name],

We appreciate your ongoing support and cooperation as a valued supplier to [Your Company Name]. This letter serves to provide feedback on the recent quality assurance review conducted on [specific product/service].

During our review, we found the following aspects to be commendable:

- [Positive Aspect 1]
- [Positive Aspect 2]
- [Positive Aspect 3]

However, we have also identified areas that require improvement:

- [Area for Improvement 1]
- [Area for Improvement 2]
- [Area for Improvement 3]

We request that you address these issues and provide us with an action plan by [Insert Deadline Date]. We are confident in your commitment to quality and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]