

Vendor Inspection Report

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Contact: [Vendor Contact Information]

Subject: Product Approval Inspection Report

Dear [Vendor Name],

We are writing to provide the inspection report for the products sampled during our recent visit on [Insert Inspection Date]. The inspection was conducted in accordance with our quality assurance protocols to evaluate the adherence to our product specifications.

Inspection Details:

- Product Name: [Product Name]
- Product Code: [Product Code]
- Inspection Location: [Inspection Location]
- Inspector Name: [Inspector Name]
- Inspection Results: [Pass/Fail]

Findings:

[Briefly summarize the findings, including any discrepancies, weaknesses, or highlights from the inspection.]

Recommendations:

[Include recommendations based on the inspection results and any action required by the vendor.]

The reviewed products have been deemed [Approved/Not Approved]. If approved, we will proceed with the next steps in our procurement process. If not approved, please address the highlighted issues and resubmit for further inspection.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]

[Your Company Name]
[Your Contact Information]