

Supplier Product Inspection Report Request

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our quality assurance process, we would like to request a product inspection report for the recent batch of [Product Name/Description] delivered on [Delivery Date].

Details of the inspection request are as follows:

- **Product Name:** [Insert Product Name]
- **Batch Number:** [Insert Batch Number]
- **Order Number:** [Insert Order Number]
- **Inspection Date:** [Insert Desired Inspection Date]

Please include details regarding the inspection process, the standards against which the products were assessed, and any notable findings. This information is critical for us to ensure the products meet our quality expectations.

Thank you for your attention to this matter, and we look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]