

Supplier Quality Assurance Checklist Submission

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Attention: [Contact Person Name]

Dear [Contact Person Name],

We hope this message finds you well. As part of our ongoing commitment to quality, we require the submission of the Supplier Quality Assurance Checklist for your recent delivery of [Product Name or Description].

Please find attached the checklist document that outlines the required quality assurance measures. We kindly ask you to complete the checklist and return it to us by [Submission Deadline].

Should you have any questions or require further clarification, please do not hesitate to reach out to us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]