

# Quality Assurance Audit Notification

Date: [Insert Date]

To: [Subcontractor Name]

Address: [Subcontractor Address]

Dear [Subcontractor Contact Name],

We would like to inform you that a quality assurance audit will be conducted on your operations as part of our ongoing commitment to maintain the highest quality standards. The audit is scheduled for [Insert Date and Time].

The purpose of this audit is to assess compliance with the quality specifications outlined in our contract. The audit will cover the following areas:

- Process compliance
- Documentation review
- Employee training and qualifications
- Product quality inspection

Please ensure that all relevant documentation and personnel are available for the audit. We appreciate your cooperation and look forward to your support in maintaining our quality standards.

Should you have any questions or require further information, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]