

# Letter of Quality Assurance Certification Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Subcontractor Name]

[Subcontractor Company Name]

[Subcontractor Address]

[City, State, Zip Code]

Dear [Subcontractor Name],

We are writing to formally request the quality assurance certification for the subcontracted services/products you provided for [Project Name/Details]. This certification is essential to ensure compliance with our quality standards and project requirements.

Please provide the following documentation:

- Quality assurance certificate
- Relevant test reports
- Any applicable inspection records

We would appreciate receiving this information by [insert deadline], to ensure continuity in our project timelines. If you have any questions or need further clarification, please feel free to reach out to us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]