

Quality Assurance Feedback

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Company Name]

Subject: Quality Assurance Feedback and Recommendations

Dear [Subcontractor's Name],

We appreciate your hard work and dedication on the [Project Name]. After reviewing the recent deliverables, we would like to provide some feedback regarding the quality of your work.

Feedback:

- Strengths:
 - [Mention specific strengths]
 - [Mention specific strengths]
- Areas for Improvement:
 - [Detail areas needing improvement]
 - [Detail areas needing improvement]

Recommendations:

1. [Recommendation 1]
2. [Recommendation 2]
3. [Recommendation 3]

We believe that implementing these recommendations will enhance the overall quality of your contributions. Please feel free to reach out if you have any questions or require further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]