

# Quality Assurance Monitoring Schedule

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Quality Assurance Monitoring Schedule

## Introduction

As part of our commitment to maintaining high standards, we are implementing a quality assurance monitoring schedule for subcontractors. The following schedule outlines the expected monitoring activities for the upcoming period.

## Monitoring Schedule

Date	Activity	Responsible Person	Status
[Insert Date]	Initial On-Site Inspection	[Inspector Name]	[Pending/Completed]
[Insert Date]	Mid-Project Review	[Reviewer's Name]	[Pending/Completed]
[Insert Date]	Final Quality Audit	[Auditor's Name]	[Pending/Completed]

## Conclusion

We appreciate your cooperation and commitment to ensuring quality throughout the project. Please confirm your understanding of the above schedule and feel free to reach out with any questions.

Best Regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Contact Information]