

# Quality Assurance Performance Review

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Company Name]

Subject: Quality Assurance Performance Review

Dear [Subcontractor's Name],

We are writing to formally review the quality assurance performance regarding the work completed under our subcontract agreement.

## Performance Overview

During the review period of [insert dates], we have evaluated the following areas:

- Compliance with specifications
- Adherence to schedules
- Communication effectiveness
- Quality of workmanship

## Strengths

- [list specific strengths identified]

## Areas for Improvement

- [list specific areas needing improvement]

## Conclusion

We appreciate your efforts and look forward to collaborating for continuous improvement. Please let us know a convenient time for a meeting to discuss this review further.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]  
[Your Contact Information]