

Letter of Quality Assurance for Subcontractor Materials

Date: [Insert Date]

To: [Subcontractor Name]

Address: [Subcontractor Address]

From: [Your Company Name]

Address: [Your Company Address]

Subject: Quality Assurance of Materials Supplied

Dear [Subcontractor Name],

We are writing to formally confirm our commitment to quality assurance regarding the materials supplied by your company for our ongoing project at [Project Location]. As outlined in our contract, it is essential that all materials meet the specified quality standards as detailed in [reference document or standards].

To ensure compliance, we request the following documentation for each batch of materials supplied:

- Certificates of Compliance
- Material Safety Data Sheets (MSDS)
- Test Reports from certified laboratories

Additionally, we will conduct regular inspections of the materials to verify their adherence to the agreed quality parameters. Please ensure that your team is prepared for these inspections and that they have access to all relevant documentation.

We appreciate your attention to this matter and look forward to your prompt response to confirm receipt of this letter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]