

Quality Assurance Complaint

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Quality Assurance Complaint Regarding Subcontractor

Dear [Recipient's Name],

I am writing to formally raise a complaint regarding the quality of work performed by [Subcontractor's Name] on [Project Name/Description]. Our observations during the project indicate several critical deviations from the agreed quality standards. The following issues have been identified:

- [Describe the specific issue 1]
- [Describe the specific issue 2]
- [Describe the specific issue 3]

These quality concerns not only compromise the integrity of the project but also pose potential risks to safety and compliance. We believe that immediate action is necessary to address these issues.

We kindly request an investigation into these matters and a corrective action plan from [Subcontractor's Name]. We look forward to your prompt response to ensure that the quality standards are upheld in this project.

Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]