

Letter of Quality Standards Alignment

Date: [Insert Date]

To: [Subcontractor Name]

[Subcontractor Address]

[City, State, Zip Code]

Dear [Subcontractor Name],

We are writing to formally align our quality standards and expectations for the upcoming project, [Project Name]. To ensure successful collaboration, we would like you to adhere to the following quality standards:

1. Compliance with [specific standards, e.g., ISO 9001].
2. Regular quality control checks at designated milestones.
3. Timely reporting of any quality issues or non-conformances.
4. Implementation of corrective actions within [timeframe].
5. Participation in periodic quality review meetings.

We believe these measures will ensure our project meets the highest standards of quality and safety. Please confirm your understanding and agreement by signing below and returning this letter by [return date].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

Agreed and Accepted:

[Subcontractor Authorized Signature]

[Title]

[Date]