

Quality Assurance Feedback

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Quality Assurance Feedback

Dear [Subcontractor Name],

We appreciate your efforts and contributions to the project. However, we would like to address some observations regarding the quality of work completed as part of your recent assignments.

Feedback Summary

- Issue 1: [Description of the issue]
- Issue 2: [Description of the issue]
- Issue 3: [Description of the issue]

Recommendations

To improve the quality of work, we recommend the following actions:

1. [Recommendation 1]
2. [Recommendation 2]
3. [Recommendation 3]

We value our partnership and are committed to working together to enhance project outcomes. Please feel free to reach out should you have any questions or require further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]