

Product Quality Audit Permission Letter

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]

Dear [Recipient's Name],

We are writing to formally request permission to conduct a quality audit on [Product Name/Description] at [Location of Audit] as part of our ongoing commitment to maintaining and improving product quality standards.

The audit is scheduled to take place on [Insert Date] and will involve a thorough assessment of [specific areas to be audited]. Our audit team will ensure that the process is conducted efficiently and with minimal disruption to your operations.

We believe that this audit will be beneficial in identifying areas for improvement and ensuring compliance with our quality standards.

Please confirm your consent for us to proceed with this audit. Should you have any questions or need further information, feel free to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]