

Letter of Quality Assurance Measures

Date: [Insert Date]

To: [Subcontractor Name]

Address: [Subcontractor Address]

Dear [Subcontractor Name],

Subject: Quality Assurance Measures

As part of our commitment to ensure the highest standards of quality in our projects, we would like to outline the quality assurance measures that are expected to be implemented in your scope of work.

Quality Assurance Measures:

- Regular quality inspections to be conducted at various stages of the project.
- Implementation of a Quality Control Plan that aligns with industry standards.
- Documentation of all quality checks and audits conducted.
- Immediate reporting of any defects or non-conformities encountered.
- Continuous training and development of staff to adhere to best practices.

Please review and acknowledge the implementation of these measures by signing and returning this letter by [Insert Return Date]. Your cooperation is vital in maintaining our commitment to quality.

Thank you for your attention to this important matter. We look forward to your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]