

# Supplier Quality Evaluation Invitation

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are conducting a quality evaluation of our suppliers to ensure that we maintain the highest standards in our production processes. We would like to invite you to participate in this evaluation.

The evaluation will take place on [Insert Date] at [Insert Location]. During this evaluation, we will review your quality processes, performance metrics, and compliance with our requirements.

Please confirm your availability for this evaluation by [Insert Response Deadline]. If you have any questions, feel free to contact us at [Insert Contact Information].

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]