

# Quality Assurance Adjustment Request

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient's Name],

I am writing to formally request an adjustment regarding the quality assurance evaluation conducted on [insert date of evaluation] for [insert product/service name]. Our findings have led us to believe that an adjustment is necessary due to [briefly explain the reason for the request].

We have attached documentation to support our request, including [list any attached documents, e.g., reports, data analysis]. We believe that these adjustments will provide a more accurate representation of the product/service's performance and ensure compliance with industry standards.

I would appreciate your timely attention to this matter. Please let me know if you require any additional information or further discussion regarding this request.

Thank you for considering this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]