

Vendor Quality Assurance Review

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

Subject: Quality Assurance Review

We are writing to conduct our scheduled quality assurance review for your services/products provided to [Your Company Name]. This review is part of our commitment to maintain high standards and to ensure that all vendors meet our quality requirements.

We request your cooperation in providing the following information:

- Recent quality control reports
- List of any quality issues encountered in the last quarter
- Corrective actions taken for past issues
- Certificates of compliance or accreditation relevant to your products/services

Please submit the requested documents by [Insert Deadline]. A follow-up meeting will be scheduled for [Insert Date] to discuss the findings and any action items that may arise from this review.

Thank you for your prompt attention to this matter. We appreciate your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]