

Supplier Quality Assessment Findings

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Supplier Quality Assessment Findings

Introduction

As part of our ongoing efforts to maintain high-quality standards in our supply chain, we conducted a quality assessment of your facilities on [insert assessment date]. Below are the findings from our assessment.

Findings Summary

- **Finding 1:** [Description of the finding]
- **Finding 2:** [Description of the finding]
- **Finding 3:** [Description of the finding]

Recommendations

We recommend the following actions to address the findings:

1. [Recommended Action 1]
2. [Recommended Action 2]
3. [Recommended Action 3]

Conclusion

We appreciate your cooperation during the assessment and look forward to your prompt attention to the findings and recommendations. Please provide a written response by [insert due date].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]