

Product Quality Assurance Request

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a quality assurance assessment for [Product Name] that we recently acquired from your company.

Details of the product are as follows:

- Product Name: [Product Name]
- Model Number: [Model Number]
- Order Number: [Order Number]
- Date of Purchase: [Purchase Date]

We would like to ensure that the product meets the specified quality standards and adheres to our safety requirements. Please let us know the necessary steps to initiate this process.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]