

Vendor Quality Control Review

Date: [Insert Date]

To: [Vendor Name]

Attn: [Vendor Contact Person]

[Vendor Address]

Dear [Vendor Contact Person],

We hope this letter finds you well. As part of our ongoing commitment to quality assurance and supplier management, we conduct regular reviews of our vendors. This letter serves to notify you that we will be conducting a Quality Control Review of your products/services on [Insert Review Date].

The purpose of this review is to assess the quality standards upheld during the production and delivery of your goods. We will focus on the following aspects:

- Product Quality
- Compliance with Specifications
- Delivery Timeliness
- Response to Quality Issues

Please ensure that all relevant documentation, including quality control records and inspection results, is readily available for our team during the review. We appreciate your cooperation in this matter and look forward to our continued partnership.

If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]