

# Vendor Quality Standards Review

Date: [Insert Date]

To: [Vendor Name]  
[Vendor Address]  
[City, State, Zip]

Dear [Vendor Contact Name],

We would like to thank you for your continued partnership with [Your Company Name]. As part of our commitment to maintaining high-quality standards, we are conducting a review of our vendor quality standards.

This review will evaluate the following criteria:

- Product Quality
- Compliance with Specifications
- Delivery Timeliness
- Customer Service Responsiveness

We kindly request that you provide the following documents:

- Certificate of Quality Assurance
- Recent Quality Audit Reports
- Non-Conformance Reports (if applicable)

Please submit the requested documentation by [Insert Deadline]. If you have any questions or need further clarification, feel free to reach out to us.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]