

Quality Assurance Improvement Letter

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

Dear [Supplier's Contact Person],

Subject: Quality Assurance Improvement Plan

We appreciate our ongoing partnership and value the quality of your products. However, we have identified some areas for improvement regarding the quality assurance processes in place. To ensure mutual success and compliance with our standards, we request your attention to the following matters:

1. **Defect Rate:** We have observed an increased defect rate in recent shipments. Please review your inspection procedures and provide a detailed plan for improvement.
2. **Corrective Actions:** Outline the corrective actions you intend to implement to address these issues.
3. **Timeline:** Provide a timeline for the implementation of these changes.

We believe that implementing these improvements will enhance both product quality and our collaborative relationship. Please submit your improvement plan by [Insert Due Date].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]