

Request for Supplier Quality Monitoring

Date: [Insert Date]

To,

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

We hope this message finds you well. As part of our ongoing commitment to quality assurance, we would like to request your cooperation in implementing a quality monitoring process for the products supplied to us.

We propose the following steps for effective monitoring:

- Regular quality audits and assessments every [specify time frame].
- Providing quality documentation and reports for each shipment.
- Establishing a communication channel for immediate quality concerns.

We believe that these steps will help in maintaining the high standards that we both strive for. Please confirm your agreement to this request and provide any additional input you may have regarding the proposed quality monitoring process.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]