

Quality Assurance Evaluation Request

Date: [Insert Date]

To: [Reseller Name]

From: [Your Company Name]

Subject: Request for Quality Assurance Evaluation

Dear [Reseller Name],

We hope this message finds you well. As part of our ongoing commitment to maintaining high standards in our products and services, we are conducting a quality assurance evaluation of our resellers.

We kindly request your cooperation in completing the evaluation by [Insert Deadline]. The information you provide will be invaluable in helping us assess the quality of your services and identify potential areas for improvement.

Evaluation Criteria:

- Product Knowledge
- Customer Service
- Delivery Timeliness
- Adherence to Brand Guidelines

Submission Guidelines:

Please submit your evaluation responses via email to [Insert Email Address] or use the provided link to access the online form: [Insert Link]

If you have any questions or need further assistance, feel free to reach out to us at [Insert Contact Information].

Thank you for your attention to this important matter. We value your partnership and look forward to your feedback.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]