

# Quality Assurance Terms Revision Letter

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. This letter serves to formally notify you of our intended revision of the quality assurance terms previously agreed upon in our contract dated [Insert Original Date].

The purpose of this revision is to ensure that our quality assurance processes remain aligned with the evolving standards and practices within our industry. We have identified several areas which require updates, including:

- Amendment of the testing protocols to include new methodologies.
- Clarification of reporting timelines and documentation requirements.
- Incorporation of additional quality metrics to enhance performance evaluation.

We believe these updates will not only improve our service delivery but also strengthen our collaboration moving forward. We kindly ask you to review the proposed changes and provide your feedback by [Insert Feedback Deadline].

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]