

Quality Assurance Inquiry Follow-Up

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

This letter serves as a follow-up to our previous correspondence regarding the quality assurance inquiry dated [Insert Date of Initial Inquiry]. We appreciate your prompt attention to this matter and the actions taken to address the identified issues.

To ensure that corrective actions are effectively implemented and to maintain quality standards, we kindly request the following updates:

- Current status of the corrective actions taken.
- Any challenges encountered during the implementation.
- Projected timelines for completion of all outstanding actions.

We value your commitment to quality and look forward to your timely response to this follow-up inquiry. Please feel free to reach out if you require any assistance or further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Email]

[Your Phone Number]