

Quality Assurance Inquiry for Product Compliance

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. As part of our ongoing commitment to maintaining the highest standards of quality and compliance, we are conducting a review of our product offerings. We kindly request your assistance in providing information related to the compliance status of the following product(s):

- Product Name: [Insert Product Name]
- SKU: [Insert SKU]
- Model Number: [Insert Model Number]

Please provide the following information at your earliest convenience:

1. Confirm whether the product complies with [specify applicable standards/regulations].
2. If applicable, please provide copies of relevant compliance certificates.
3. Detail any testing procedures that the product has undergone.

Your prompt response will greatly assist us in ensuring that we meet our compliance obligations and maintain the trust of our customers.

Thank you for your cooperation. Should you have any questions or require further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]