

Quality Assurance Inquiry

Date: [Insert Date]

To: [Supplier's Name]

Address: [Supplier's Address]

Dear [Supplier's Contact Name],

We hope this message finds you well. As part of our ongoing commitment to quality assurance, we are conducting a performance assessment of our suppliers. We value our partnership and would like to ensure that we maintain the highest standards for our products and services.

We kindly request your cooperation in providing the following information:

- Details on your quality assurance processes and measures.
- Any recent quality audit reports.
- Examples of non-conformance incidents and how they were resolved.
- Metrics on product quality and consistency.
- Improvements made based on past assessments.

Please respond by [Insert Response Deadline] to facilitate our ongoing assessment. Your prompt attention to this matter is greatly appreciated.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]