

Quality Assurance Communication

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

Subject: Quality Assurance and Supplier Performance Review

We hope this message finds you well. As part of our ongoing commitment to quality assurance and maintaining the highest standards in our supply chain, we would like to conduct a performance review of our existing partnership.

We appreciate the efforts you have made thus far in providing us with quality products and services. However, to ensure we continue to meet our customer expectations and regulatory requirements, we request your cooperation in the following areas:

- Submission of the latest quality control inspection reports
- Details regarding any recent changes in materials or processes
- Statistical data on defect rates for the past [insert timeframe]

Please provide the requested information by [insert deadline] to facilitate our review process. Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your attention to this important matter. We look forward to your prompt response and to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]