

Supplier Quality Assessment Letter

Date: [Insert Date]

To: [Supplier Company Name]

Address: [Supplier Address]

Attention: [Contact Person's Name]

Dear [Contact Person's Name],

We are conducting a Supplier Quality Assessment to ensure that our mutual commitment to quality standards is maintained. This assessment will help us to evaluate the effectiveness of your quality management system and identify potential areas for improvement.

Please provide the following information:

- Quality Management System certification details (e.g., ISO 9001)
- Latest quality inspection reports
- Details of any non-conformities and corrective actions taken
- Examples of continuous improvement initiatives
- Contact information for your quality assurance representative

We kindly request that you send this information by [Insert Deadline]. Should you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Contact Information]