

Quality Assurance Feedback

Date: [Insert Date]

To: [Contractor Name]

Company: [Contractor Company Name]

Address: [Contractor Address]

Subject: Quality Assurance Feedback for [Project Name]

Dear [Contractor Name],

We are writing to provide feedback regarding the quality assurance measures applied to the [Project Name] that your company is currently handling.

Overall, we appreciate your efforts in maintaining standards throughout the project. However, we have identified some areas that require improvement:

1. **Documentation:** Ensure that all quality control documents are complete and available for review.
2. **Quality Control Testing:** Please increase the frequency of quality tests conducted as per the specifications outlined in the contract.
3. **On-site Training:** Consider providing additional training sessions for staff on quality assurance protocols.

We believe that addressing these areas will enhance project outcomes and align with our quality expectations. We encourage you to implement these recommendations promptly.

Thank you for your attention to this matter. We look forward to your response and to seeing continued improvements in the project's quality.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]