

Quality Assurance Follow-up for Contractor Projects

Date: [Insert Date]

To: [Contractor's Name]

Company: [Contractor's Company Name]

Address: [Contractor's Address]

Dear [Contractor's Name],

We hope this message finds you well. This letter serves as a follow-up regarding the quality assurance assessments conducted on the [Project Name] project. Our goal is to ensure that all work meets our quality standards and complies with the project specifications.

During our last review, we noted the following points that require attention:

- [Issue 1: Description]
- [Issue 2: Description]
- [Issue 3: Description]

We request that you address these issues by [Due Date]. Please provide us with a detailed plan of action outlining how you intend to resolve these concerns.

Thank you for your attention to these matters. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]