

Quality Monitoring Notification

Date: [Insert Date]

To:

[Contractor's Name]

[Contractor's Address]

Subject: Quality Monitoring Notification for [Project Name]

Dear [Contractor's Name],

We are writing to notify you that as part of our ongoing commitment to quality assurance, we will be conducting a quality monitoring assessment on the [Project Name] commencing on [Start Date]. This assessment is crucial to ensuring that all work being carried out meets the required standards and specifications stipulated in our agreement.

The monitoring will include the following:

- Verification of compliance with project specifications
- Assessment of workmanship and quality control measures
- Review of materials and equipment used
- Documentation of findings

We expect your full cooperation during this process, including granting access to the project site and providing any relevant documentation or reports as needed.

If you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter. We look forward to working together to ensure the success of the project.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]