

Contractor Quality Assessment Inquiry

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We are currently conducting a quality assessment of our contractors and would like to inquire about your practices and performance in recent projects.

Please provide us with the following information:

- Overview of your quality management systems.
- Recent project summaries including timelines and deliverables.
- Details of any quality-related issues encountered and how they were addressed.
- References from previous clients regarding your quality of work.

Your prompt response will be greatly appreciated as it will assist us in making informed decisions moving forward. We kindly request that you respond by [Insert Deadline Date].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]