

# Contractor Quality Audit Findings

Date: [Insert Date]

To: [Contractor Name]

From: [Your Name/Your Company]

Subject: Quality Audit Findings Report

## Introduction

This letter outlines the findings of the quality audit conducted on [Audit Date] regarding the work performed by [Contractor Name] on the [Project Name].

## Audit Findings

- **Finding 1:** [Description of Finding 1]
- **Finding 2:** [Description of Finding 2]
- **Finding 3:** [Description of Finding 3]

## Recommendations

Based on the findings, we recommend the following actions:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

## Conclusion

Please respond to this report by [Response Deadline] with your action plan to address the findings. Should you have any questions or require further clarification, feel free to contact me at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]