

Quality Assurance Audit Notification

Date: [Insert Date]

To: [Contractor's Name]

Company: [Contractor's Company]

Address: [Contractor's Address]

Dear [Contractor's Name],

We are writing to inform you that a Quality Assurance Audit will be conducted on the construction work at [Project Name/Location] on [Audit Date]. This audit is part of our ongoing commitment to ensure the highest standards of quality and compliance with the contractual obligations and regulatory requirements.

The audit will assess the following aspects:

- Compliance with specifications and drawings
- Quality of materials used
- Workmanship and construction practices
- Safety protocols and documentation

Please ensure that all relevant documentation is prepared and accessible for the audit team. We expect your full cooperation during this process.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]