

Quality Assurance Feedback

Date: [Insert Date]

To: [Contractor's Name]

Company: [Contractor's Company Name]

Address: [Contractor's Address]

Dear [Contractor's Name],

Subject: Quality Assurance Feedback for [Project Name/Contract Number]

We would like to take this opportunity to provide feedback regarding the quality of work performed on the [Project Name] project. Upon recent inspection, our quality assurance team has noted the following observations:

- **Positive Aspects:** [Detail positive findings]
- **Areas for Improvement:** [Detail areas needing improvement]
- **Recommendations:** [Provide suggestions based on findings]

We appreciate your commitment to maintaining high standards and look forward to seeing improvements in the identified areas. Please acknowledge receipt of this feedback and provide us with your action plan.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]