

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Confirmation of QA Testing

We are writing to confirm that the Quality Assurance (QA) testing for [Project Name/Software/Application] will begin on [Start Date] and is anticipated to be completed by [End Date].

The QA testing will include the following key areas:

- [Testing Area 1]

- [Testing Area 2]

- [Testing Area 3]

Our QA team, consisting of [Names/Titles of QA Team Members], will be responsible for executing the tests and reporting any issues found during the process.

Please keep us informed of any changes or additional requirements you may have. We look forward to a successful testing phase.

Thank you for your collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]