[Your Company Letterhead]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: QA Testing Compliance Confirmation
We are writing to formally confirm that [Your Company Name] has completed the necessary quality assurance testing as required for [specific project/product name]. Our QA testing procedures comply with the prescribed standards outlined in [specific regulatory guidelines or industry standards].
The following tests have been conducted to ensure compliance:
1. [Test Name and Description]
2. [Test Name and Description]
3. [Test Name and Description]
We have documented all findings and remediations and assure that the product meets both functional and non-functional requirements. Attached to this letter are detailed reports and evidence of our compliance testing processes.
Should you need any further information or clarification regarding our QA practices, please feel free to contact us at [Your Phone Number] or [Your Email Address].
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Your Phone Number]
[Your Email Address]