[Your Company Letterhead]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: QA Testing Notification
We are writing to inform you about the upcoming Quality Assurance (QA) testing scheduled for [Project Name/Software Name].
Testing Details:
- **Testing Start Date:** [Start Date]
- **Testing End Date:** [End Date]
- **Testing Team Members:** [Names or Roles]
- **Testing Environment:** [Details about the testing environment]
The purpose of this QA testing phase is to ensure that [brief description of testing goals]. We kindly request your cooperation and support during this period.
Should you have any questions or need further information, please feel free to contact us at [Your Contact Information].
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Title]
[Your Company]
[Your Contact Information]
[Company Website]