

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Quality Assurance Assessment

We are writing to formally initiate a Quality Assurance (QA) Assessment for [Project/Process/Product Name]. This assessment aims to evaluate our current quality standards and identify areas for improvement.

****1. Objectives of the Assessment****

- [Objective 1]
- [Objective 2]
- [Objective 3]

****2. Assessment Process****

- [Step 1: Description]
- [Step 2: Description]
- [Step 3: Description]

****3. Timeline****

- Start Date: [Start Date]
- End Date: [End Date]
- Key Milestones:
- [Milestone 1: Date]
- [Milestone 2: Date]

****4. Team Composition****

- [Team Member 1: Role]
- [Team Member 2: Role]
- [Team Member 3: Role]

Please confirm your participation and provide feedback or any additional insights you may have regarding the assessment. Your expertise is invaluable to ensure a thorough and effective evaluation.

Thank you for your attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]