

[Your Name]  
[Your Job Title]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Job Title]  
[Recipient's Company]  
[Company Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Introduction: Briefly introduce yourself and state the purpose of the letter.]  
[Body: Provide detailed information regarding the quality assurance topic, including specific issues, observations, or recommendations.]  
[Conclusion: Summarize the main points and express any necessary follow-up steps or actions.]  
Thank you for your attention to this matter. I look forward to your response.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]