

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Quality Assurance Audit Notification

We are writing to notify you that our scheduled Quality Assurance Audit is set to take place on [Date] at [Location]. This audit is part of our ongoing commitment to ensuring compliance with industry standards and improving our processes.

The audit team will consist of [Names/Titles of Team Members], who will be responsible for reviewing various aspects of our operations, including [specific areas to be audited]. We kindly request your cooperation in facilitating access to relevant documents and personnel during this process.

Please confirm your availability for the audit and suggest a suitable time to discuss any preliminary questions or concerns.

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]