

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Quality Assurance Issue Notification

We are writing to inform you of a quality assurance issue that has been identified in relation to [specific product or service]. This issue pertains to [briefly describe the nature of the problem and any relevant details].

Our team has conducted a thorough investigation and is currently implementing corrective actions to address this matter. We are committed to resolving this issue promptly and ensuring that it does not affect our future engagements.

To mitigate any potential impact, we recommend the following actions:

1. [Action Item 1]

2. [Action Item 2]

3. [Action Item 3]

We appreciate your understanding and cooperation as we work through this issue. If you have any questions or need further information, please feel free to contact me directly at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]