

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Quality Assurance Notice

I hope this message finds you well.

We would like to inform you about our recent quality assurance review conducted on [date of review] concerning [specific product/service]. The objective of this review was to ensure compliance with our quality standards and identify areas for improvement.

**\*\*Findings:\*\***

1. [Finding 1: Brief description]
2. [Finding 2: Brief description]
3. [Finding 3: Brief description]

**\*\*Recommendations:\*\***

1. [Recommendation 1: Brief description]
2. [Recommendation 2: Brief description]
3. [Recommendation 3: Brief description]

We appreciate your attention to these matters and look forward to your prompt response. If you have any questions or need further clarification, please do not hesitate to contact us at [contact information].

Thank you for your commitment to delivering quality products/services.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]