

### Template Variation 1: Formal VQI Letter

[Your Name]  
[Your Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Recipient Company]  
[Recipient Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
Subject: Vendor Quality Improvement (VQI) Request  
I am writing to formally address the quality concerns we have encountered with the recent shipments received from your company.  
[Details of the issue, including specific examples and any relevant data.]  
We value our partnership and believe that by collaboratively addressing these issues, we can improve our future transactions.  
[Proposed solutions or requests for action.]  
Thank you for your attention to this matter. I look forward to your prompt response.  
Sincerely,  
[Your Signature]  
[Your Printed Name]

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### Template Variation 2: Concise VQI Letter

[Your Name]  
[Your Company]  
[Date]  
[Recipient Name]  
[Recipient Company]  
Dear [Recipient Name],  
Subject: Quality Improvement Request  
We have identified quality issues with your recent deliveries, specifically [briefly describe the issues].  
To resolve this, we recommend [suggest a solution or next steps].  
Please address this matter at your earliest convenience.  
Best,  
[Your Printed Name]

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### Template Variation 3: Collaborative VQI Letter

[Your Company Letterhead]  
[Date]  
[Recipient Name]  
[Recipient Company]  
Dear [Recipient Name],  
I hope this message finds you well.  
We are reaching out to discuss some areas for quality improvement based on our recent experiences with your products. We believe that working together can lead to effective solutions.

[Discuss the specific issues and express your commitment to collaboration.]

Let's schedule a meeting to discuss this further.

Warm regards,

[Your Name]

[Your Title]