

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Notification of ZQC

Dear [Recipient Name],

We are writing to formally notify you regarding the Zero Quality Control (ZQC) status of [specific product/service]. This decision has been made based on [brief explanation of the criteria leading to this ZQC status]. Key details are as follows:

- **Product/Service Name:** [Name]
- **ZQC Effective Date:** [Date]
- **Reason for ZQC:** [List reasons]
- **Action Required:** [Outline any required actions from the recipient]

We appreciate your understanding and cooperation in addressing this matter promptly. Please feel free to reach out to us if you have any questions or require further clarification.

Thank you for your attention to this important notification.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

[Your Email]