

Sample Inquiry Letter for Supplier Quality Certifications

[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Phone Number]
[Email Address]
[Date]

[Supplier's Name]
[Supplier's Company Name]
[Supplier's Address]
[City, State, ZIP Code]

Dear [Supplier's Contact Name],

Subject: Request for Supplier Quality Certification Documents

We value our partnership and are committed to ensuring the highest standards of quality across our supply chain. As part of our ongoing quality assurance process, we kindly request you to provide documentation verifying your company's quality management system certifications.

Specifically, please send us copies of any current certifications, such as ISO 9001 or other industry-specific quality standards, as well as relevant audit reports and quality assurance documentation. This information will help us to confirm that your processes comply with the necessary quality benchmarks and support our mutual commitment to delivering excellent products to our customers.

Should you have any questions or require clarification regarding this request, please feel free to contact me directly at [Your Phone Number] or [Your Email Address]. We look forward to receiving the required documentation at your earliest convenience.

Thank you for your attention to this matter and for your continued partnership.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]