QUALITY RELIABILITY OFFICER (QRO)

DESIGNATION LETTER

Name of Company

ATTN:

Street Address

City, State, ZIP

Subject: ***[Insert contract number and project description]***

Date***: [Insert date]***

Dear ***[Insert name],***

In accordance with the enclosed “QRO Delegation Letter”, ***[Insert name]*** is the delegated Quality Reliability Officer (QRO) under Contract Number ***[Insert contract number]***.

The QRO has no authority to issue directions or enter into agreements, which may constitute new assignments of work or change the expressed terms, conditions or specifications of the contract.

Please note documentation to be furnished to the QRO as stipulated in the enclosed letter of designation.

You are cautioned against accepting oral or written instructions on quality matters from sources other than the Contracting Officer (CO) or QRO.

At the time of issuance, you shall forward to the undersigned a copy of all correspondence you direct to the QRO.

Sincerely,

***[Insert CO’s Name]***

Contracting Officer

***[Insert Office Name/Code e.g., AAQ]***

***[Insert Office Address]***