

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Quality Assurance Confirmation - Resume Formatting Services

Dear [Client Name],

Thank you for choosing [Company Name] for your resume formatting needs. We are pleased to inform you that your documents have undergone our rigorous Quality Assurance (QA) process.

Our team has reviewed your resume to ensure it meets the highest professional standards, specifically focusing on:

- **Visual Consistency:** Uniformity in fonts, spacing, and headings.
- **ATS Optimization:** Formatting compatible with Applicant Tracking Systems.
- **Error Check:** Verification of layout integrity and functional hyperlinks.
- **Industry Alignment:** Adherence to current professional design trends.

Attached to this email, you will find the final versions of your resume in both [PDF/Word] formats. We recommend reviewing these files to ensure all personal details are accurate.

Your satisfaction is our priority. If you require any minor adjustments or have questions regarding the formatting, please contact us within [Number] business days.

We wish you great success in your career endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]