

[Your Company Name]
[Your Department]
[Street Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title]
[Client Company Name]
[Street Address]
[City, State, Zip Code]

Subject: Follow-Up: Volume Control Calibration Services - [Device ID/Serial Number]

Dear [Recipient Name],

This letter is to follow up on the recent calibration services performed on your volume control equipment, specifically [Equipment Name/Model], Serial Number: [Serial Number], on [Date of Calibration].

Our technicians have confirmed that the device was calibrated to meet [Industry Standard/Manufacturer] specifications. Attached to this letter, you will find the formal Calibration Certificate and the detailed performance report showing the "as-found" and "as-left" data points.

To ensure continued accuracy and compliance with quality standards, we recommend the following:

- Verify that the calibration seal remains intact.
- Schedule your next routine calibration no later than [Due Date].
- Notify our laboratory immediately if the device undergoes physical impact or shows inconsistent readings.

If you have any questions regarding the results or require assistance with other instrumentation, please contact us at [Phone Number] or [Email Address].

Thank you for choosing [Your Company Name] for your metrology needs.

Sincerely,

[Your Name]
[Your Title]