

# DOCUMENT CLASSIFICATION LETTER

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Format No.  
Rev. No. & Date.

Date:

To,  
Directors,

Purpose of letter: Document Classification

Dear Sir,

To maintain quality management system in our company, quality system's identified section numbers which coincide with Quality management system for easier for traceability, here we are as below given general documentation and its classification:

- ❖ Level – I Quality manual
- ❖ Level – II Procedures
- ❖ Level – III Documents / work Instruction
- ❖ Level – IV Formats / Records

Kindly approve above mentioned documentation and classification system for quality management system.

Thanking you.

Management Representative  
Quality management System

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Director Name

Sign.

Date:

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