

Vendor Quality Auditing Process Update

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Update on Vendor Quality Auditing Process

Dear [Vendor Contact Name],

We hope this message finds you well. We are writing to inform you about the recent updates to our Vendor Quality Auditing Process.

As part of our commitment to ensuring high-quality standards and continuous improvement, we have made some changes to our auditing procedures. Effective [Insert Effective Date], the following updates will be implemented:

- Increased frequency of audits: Audits will now be conducted bi-annually instead of annually.
- New criteria for evaluation: We have developed new metrics that will be used for assessing quality compliance.
- Enhanced training for auditors: Our audit team will undergo additional training to better evaluate vendor performance.

We believe these changes will greatly enhance the quality of our vendor partnerships and result in better outcomes for all parties involved.

Please acknowledge receipt of this letter and do not hesitate to reach out if you have any questions or concerns.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]