

Vendor Compliance Audit Follow-Up

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We hope this message finds you well. Following our recent compliance audit conducted on [Insert Audit Date], we would like to follow up regarding the findings presented in our audit report.

As discussed in our previous communication, we identified several areas that require your attention to ensure compliance with our established standards. These include:

- [Finding 1]
- [Finding 2]
- [Finding 3]

To facilitate the resolution of these issues, we kindly ask you to provide us with a corrective action plan by [Insert Deadline]. Please outline the steps your team will take to address each finding and the expected timeline for implementation.

Your prompt attention to this matter is highly appreciated as it will aid us in maintaining a productive and compliant partnership. Should you have any questions or require further clarification regarding the findings, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]