

Vendor Compliance Audit Scheduling Confirmation

Dear [Vendor Name],

We are writing to confirm the scheduling of your compliance audit as discussed. Below are the details of the audit:

- **Audit Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Auditor(s):** [Insert Auditor Names]

Please ensure that all relevant documents and personnel are available for the audit. Should you have any questions or require further clarification, feel free to contact us at [Insert Contact Information].

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]