

Vendor Audit Confirmation Letter

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We would like to confirm the scheduled audit of your operations as part of our vendor assessment process. The audit will take place on [Insert Date] at [Insert Time].

The purpose of this audit is to ensure compliance with our company policies and to evaluate your performance as a vendor. During the audit, we will review relevant documentation and conduct interviews with your staff as necessary.

Please confirm your availability for the scheduled date and inform us if there are any specific documents or areas you would like us to focus on during the audit.

Thank you for your cooperation. We look forward to working together to ensure a successful audit process.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]