

# Vendor Audit Notification

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are writing to formally notify you that [Your Company Name] will be conducting an audit of your operations as part of our vendor management program. The audit is scheduled for [insert date(s)].

The purpose of the audit is to assess compliance with our contractual requirements and to ensure that our mutual standards of quality, safety, and efficiency are being upheld.

We will be reviewing the following areas:

- Quality Assurance
- Inventory Management
- Financial Records
- Contractual Compliance

Please ensure that all relevant documents and personnel are available during the audit process. If you have any questions or require further clarification, do not hesitate to reach out to us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]