

# Supplier Relationship Audit Session Invitation

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Dear [Supplier Contact Name],

We are writing to invite you to participate in a Supplier Relationship Audit Session scheduled for [insert date and time]. This session aims to enhance our partnership and ensure mutual understanding and improvement in our collaborative efforts.

Agenda:

- Review of current supplier performance
- Discussion of challenges faced in the relationship
- Opportunities for improvement and innovation
- Future goals and objectives

We believe your insights are invaluable, and your participation is crucial for the success of this audit. Please confirm your availability by [insert RSVP date].

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]