

Vendor Audit Verification

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are conducting a vendor audit as part of our standard quality assurance processes. We appreciate your cooperation in this matter.

To verify compliance and assess your operations, please provide the following information by [Insert Due Date]:

- Copies of your latest financial statements.
- Details of any certifications or accreditations.
- Information on your quality control processes.
- Evidence of compliance with applicable regulations.

We aim to complete the audit by [Insert Completion Date]. Please feel free to reach out if you have any questions or require further clarification.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]