

# Supplier Audit Procedure Update

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Update on Supplier Audit Procedure

Dear [Supplier Contact Name],

We hope this message finds you well. We are writing to inform you about an important update to our supplier audit procedure, effective [Insert Effective Date].

As part of our commitment to maintaining high standards of quality and compliance, we have revised our audit process to include [briefly outline changes, e.g., additional documentation requirements, updated timelines, etc.].

Please ensure that your team is aware of these changes and prepares accordingly for upcoming audits. We believe these updates will help streamline the process and strengthen our partnership.

If you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]