

Vendor Performance Audit Communication

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our ongoing commitment to quality and improvement, we are conducting a performance audit of our vendors, including your esteemed organization.

The audit will take place from [Start Date] to [End Date]. During this period, we will assess various aspects of your performance, including but not limited to:

- Delivery timeliness
- Quality of products/services provided
- Communication effectiveness
- Compliance with contractual obligations

We request your full cooperation throughout this process, as it is vital for maintaining the high standards of our partnership. A representative from our team will reach out to schedule a meeting for further discussions and to gather necessary documentation.

Please feel free to contact us at [Your Contact Information] should you have any questions or require clarification regarding the audit process.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]