

Supplier Audit Notification

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

Dear [Supplier's Contact Name],

We would like to inform you that an audit of your facilities is scheduled for [Insert Date]. This audit is part of our ongoing commitment to ensure quality and compliance within our supply chain.

The audit team will consist of [number] auditors and will focus on [briefly describe the areas of focus]. Please prepare the necessary documentation and ensure that all relevant personnel are available for interviews during the audit process.

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]