

Follow-Up on Vendor Audit Discrepancies

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Vendor's Contact Name],

I hope this message finds you well. I am writing to follow up on our recent audit conducted on [Insert Date of Audit] concerning our partnership. During the audit, we identified a few discrepancies that we would like to address promptly.

The discrepancies noted were:

- [Discrepancy 1]
- [Discrepancy 2]
- [Discrepancy 3]

We believe it is crucial to resolve these issues to maintain the integrity of our partnership. Please provide us with your feedback or any documentation that could help clarify these discrepancies by [Insert Deadline Date].

Thank you for your attention to this matter. We appreciate your cooperation and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]