

# Follow-Up on Vendor Compliance Audit

Dear [Vendor's Name],

I hope this message finds you well. I am writing to follow up on the recent compliance audit conducted on [Date] regarding your services/products.

As part of our commitment to ensure alignment with our compliance standards, we would like to discuss the findings and any corrective actions that need to be taken. Please provide us with an update on your progress regarding the noted areas of concern, specifically:

- [Specific Area 1]
- [Specific Area 2]
- [Specific Area 3]

We appreciate your cooperation and commitment to compliance and look forward to your prompt response by [Response Date].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]