

Summary of Vendor Audit Findings Follow-Up

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Follow-Up on Vendor Audit Findings

Dear [Vendor Contact Name],

We would like to take this opportunity to follow up on the findings from our recent audit conducted on [Insert Audit Date]. Below is a summary of the key findings that were identified:

Findings Summary

- **Finding 1:** [Description of Finding 1]
- **Finding 2:** [Description of Finding 2]
- **Finding 3:** [Description of Finding 3]

Action Required

We request your response regarding the actions you plan to take to address these findings. Please provide us with the following:

- A detailed action plan addressing each finding.
- A timeline for implementation.

Response Deadline

We kindly ask you to submit your response by [Insert Deadline Date]. Your cooperation is highly appreciated.

Should you have any questions, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]
[Your Contact Information]