

Dear [Vendor's Name],

I hope this message finds you well. I am writing to urgently follow up on the recent audit conducted on [Date] concerning your operations and compliance with our standards.

Upon reviewing the audit results, we have identified several critical areas that require immediate attention:

- [Issue 1 Description]
- [Issue 2 Description]
- [Issue 3 Description]

It is imperative that we address these issues promptly to ensure continued partnership and compliance with our requirements. Please provide a corrective action plan and a timeline for resolution by [Deadline Date].

We appreciate your immediate attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]