

# Vendor Audit Action Plan Reminder

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Reminder - Action Plan for Vendor Audit

Dear [Vendor Contact Name],

This is a friendly reminder regarding the action plan stemming from our recent vendor audit conducted on [Insert Audit Date]. As per our discussion, we would like to follow up on the actions that were identified to ensure compliance and improvement.

As outlined in the audit report, the following action items were to be addressed:

- [Action Item 1] - Due by [Due Date]
- [Action Item 2] - Due by [Due Date]
- [Action Item 3] - Due by [Due Date]

We appreciate your attention to these matters and request that you provide us with updates on your progress by [Update Due Date]. If you require any assistance or clarification, please do not hesitate to reach out.

Thank you for your prompt attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]