

Vendor Audit Findings Response Request

Date: [Insert Date]

To:

[Vendor Name]

[Vendor Address]

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our ongoing commitment to compliance and quality assurance, we conducted a recent audit of our vendor operations, which brought forth several findings that require your attention.

Audit Findings Summary

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

We kindly request your detailed response to these findings by [Insert Due Date]. Please provide your plan of action addressing each finding, including timelines and any corrective measures that will be implemented.

Your prompt and comprehensive response is appreciated as it will assist us in ensuring compliance and maintaining quality standards.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]