

Vendor Audit Follow-Up Confirmation

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Confirmation of Vendor Audit Follow-Up

Dear [Vendor Contact Name],

We would like to thank you for your cooperation during the recent audit conducted on [Insert Audit Date]. As part of our follow-up process, we would like to confirm the scheduled meeting to discuss the findings and any necessary actions.

Follow-Up Meeting Details:

- **Date:** [Insert Meeting Date]
- **Time:** [Insert Meeting Time]
- **Location/Platform:** [Insert Location or Virtual Platform]

Please prepare any additional documentation or responses to the findings that you may have. We appreciate your attention to this matter and look forward to our discussion.

Thank you,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]