

# Vendor Audit Issues Clarification

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Clarification on Vendor Audit Issues

Dear [Vendor Contact Name],

We hope this message finds you well. Following our recent audit conducted on [insert audit date], we identified certain issues that require clarification to ensure compliance and to strengthen our ongoing partnership.

## Issues Identified:

1. **Issue 1:** [Brief Description]
2. **Issue 2:** [Brief Description]
3. **Issue 3:** [Brief Description]

We kindly ask you to provide detailed clarification on the above issues by [insert deadline], to assist us in resolving these matters expeditiously.

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]