

Compliance Audit Report Request

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are conducting a compliance audit as part of our vendor evaluation process. To ensure that we maintain high standards and fulfill our commitments to regulatory requirements, we kindly request the submission of your compliance audit report.

Please provide the following details:

- Most recent compliance audit report
- List of any findings or issues identified
- Corrective actions taken to address any findings

We appreciate your cooperation and look forward to receiving the requested information by [Specify Deadline]. If you have any questions or need further clarification, please do not hesitate to contact us.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]