

Vendor Quality Audit Findings

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Quality Audit Findings

Dear [Vendor Name],

We would like to thank you for your cooperation during the recent quality audit conducted on [Audit Date]. This audit reviewed your practices in compliance with our quality standards and specifications.

Findings Summary:

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

Recommendations:

1. [Recommendation for finding 1]
2. [Recommendation for finding 2]
3. [Recommendation for finding 3]

We request your prompt attention to these findings and recommendations. Please provide us with a corrective action plan by [Due Date].

Thank you for your commitment to quality and partnership. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]