

# Supply Chain Process Audit Notification

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you that a supply chain process audit is scheduled to take place on [Insert Audit Date] at your facility. The purpose of this audit is to evaluate the efficiency, effectiveness, and compliance of your supply chain processes with our established standards.

Please ensure that all relevant documents, records, and personnel are available for review during the audit. We expect to cover aspects such as:

- Procurement processes
- Inventory management
- Order fulfillment
- Supplier performance
- Logistics and distribution

We appreciate your cooperation and commitment to continuous improvement in our supply chain operations. Should you have any questions or require further information, please do not hesitate to contact me at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]