

Vendor Audit Request

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our ongoing commitment to quality assurance and compliance, we would like to formally request an audit of your operations and processes.

The audit will cover the following areas:

- Quality Control Procedures
- Financial Documentation
- Compliance with Regulatory Standards
- Supply Chain Management

Please let us know your available dates for the audit, which we aim to conduct within the next [Insert Timeframe]. We appreciate your cooperation and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Phone Number]

[Your Email Address]