

# Operational Audit Guidance for External Vendors

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Contact Name],

As part of our commitment to maintaining a high standard of operational integrity and compliance, we are conducting an operational audit of our external vendors, including your organization. This letter serves as a guidance document for the audit process.

## Audit Objective

The primary objective of the operational audit is to assess the effectiveness and efficiency of the processes and controls in place at your organization.

## Audit Scope

The audit will cover the following areas:

- Operational Processes
- Compliance with Contracts and Regulations
- Financial Management and Reporting
- Risk Management Practices

## Required Documentation

Please prepare the following documentation for our review:

- Process flowcharts
- Compliance reports
- Financial statements
- Internal audit reports

## Timeline

The audit is scheduled to take place from [Start Date] to [End Date]. We kindly request your cooperation during this period.

## **Contact Information**

If you have any questions or need further clarification, please do not hesitate to contact [Your Contact Name] at [Your Contact Email] or [Your Contact Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]