

Vendor Compliance Audit Confirmation

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm the acceptance of your vendor compliance audit scheduled for [Insert Date of Audit]. This audit is an essential part of our commitment to maintaining high standards in our partnerships.

Details of the audit are as follows:

- Audit Date: [Insert Date]
- Location: [Insert Location]
- Time: [Insert Time]
- Assigned Auditor: [Insert Auditor's Name]

Please ensure that all necessary documentation is prepared and accessible for the audit team. Should you have any questions or require further information, feel free to contact us at [Insert Contact Information].

We appreciate your cooperation and commitment to compliance and look forward to the audit.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]