

Vendor Compliance Audit Findings Summary

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Introduction

This document summarizes the findings from the recent compliance audit conducted on [Vendor Name] for the period of [Audit Period].

Audit Findings

Finding ID	Finding Description	Severity Level	Recommended Action
001	Insufficient documentation for quality control	High	Provide complete documentation within 30 days
002	Non-compliance with delivery schedules	Medium	Implement corrective action plan
003	Lack of employee training records	Low	Submit training records by [Date]

Conclusion

Please acknowledge receipt of this summary and provide a detailed response addressing the findings by [Response Due Date]. We appreciate your cooperation in enhancing compliance and ensuring quality standards.

Contact Information

If you have any questions, please contact [Your Name, Title, Contact Information].

Thank you,

[Your Name]

[Your Title]

[Your Company Name]