

Vendor Compliance Audit Follow-Up

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We hope this message finds you well. We are writing to follow up on the recent compliance audit conducted on [Insert Date of Audit] regarding your organization's adherence to our policies and standards. During the audit, several outstanding issues were identified that require your urgent attention.

Outstanding Issues:

- [Issue 1 - Brief Description]
- [Issue 2 - Brief Description]
- [Issue 3 - Brief Description]

We kindly ask that you provide an update on the status of each issue listed above by [Insert Deadline]. Timely resolution of these matters is crucial for our continued partnership.

If you have any questions or require further clarification, please do not hesitate to reach out. We appreciate your attention to this important matter and look forward to your prompt response.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]