

Vendor Compliance Audit Notification

Date: [Insert Date]

Dear [Vendor Name],

We hope this message finds you well. We are writing to inform you that a compliance audit has been scheduled for your organization as part of our ongoing vendor management program. The details of the audit are as follows:

- **Audit Date:** [Insert Audit Date]
- **Location:** [Insert Audit Location]
- **Time:** [Insert Start Time - End Time]

The purpose of this audit is to ensure that all vendors comply with our quality standards and regulatory requirements. We kindly ask you to prepare the necessary documentation and ensure that relevant personnel are available during the audit.

If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Contact Information]