

Vendor Compliance Audit Results

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Dear [Vendor Contact Name],

We appreciate your cooperation during the recent compliance audit conducted on [Audit Date]. This letter outlines the results of the audit and the subsequent steps required to address any identified issues.

Audit Results

- **Compliance Area 1:** [Status/Findings]
- **Compliance Area 2:** [Status/Findings]
- **Compliance Area 3:** [Status/Findings]

Next Steps

Based on the findings, we require the following actions to be taken:

1. [Action Item 1 - Description/Deadline]
2. [Action Item 2 - Description/Deadline]
3. [Action Item 3 - Description/Deadline]

We would appreciate your prompt attention to these matters and request a follow-up meeting to discuss your progress on the required action items. Please suggest a suitable time for the meeting by [Deadline for Response].

Thank you for your ongoing partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]