

Audit Data Collection Request

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

As part of our ongoing audit process, we kindly request your cooperation in providing the necessary data related to our vendor contracts. The following information is required:

- Copy of all active contracts
- Invoices related to the contracts for the last fiscal year
- Documentation of any amendments or modifications to the contracts
- Details of contract performance metrics

Please send the requested information by [Insert Deadline Date]. If you have any questions or need further clarification, do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]