

Planned Supplier Audit Timeline

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Dear [Supplier Contact Name],

We would like to inform you of the planned timeline for the upcoming supplier audit. Please see the details below:

Audit Timeline

Date	Activity
[Insert Start Date]	Pre-Audit Preparation
[Insert Audit Date]	Supplier Audit
[Insert Follow-Up Date]	Review of Audit Findings
[Insert Final Review Date]	Final Audit Report Submission

We appreciate your cooperation in preparing for this audit and ensuring all necessary documentation is available on the scheduled dates.

Thank you for your attention to this matter. Should you have any questions or require further information, please do not hesitate to contact us.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]