

Supplier Audit Schedule Confirmation

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

Dear [Supplier Contact Name],

We are writing to confirm the schedule for the upcoming supplier audit at your facility. The details are as follows:

- **Audit Date:** [Insert Date]
- **Audit Time:** [Insert Time]
- **Audit Location:** [Supplier Facility Address]
- **Audit Duration:** [Insert Estimated Duration]

Please ensure that all required documents and personnel are available for the audit. Should you have any questions or need to reschedule, do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]