

Supplier Compliance Audit Notification

Dear [Supplier's Name],

We hope this message finds you well. As part of our commitment to maintaining high standards in our supply chain, we are conducting a compliance audit of our suppliers.

Your organization has been selected for an upcoming audit scheduled for [Date]. This audit aims to assess compliance with our contractual agreements and industry regulations.

Please ensure that the required documentation is prepared and accessible for our audit team. The specific documentation required includes:

- Quality Management System documentation
- Health and Safety records
- Environmental Compliance reports
- Any relevant financial records

We appreciate your attention to this matter and your cooperation in facilitating this process. Should you have any questions or require further clarification, please do not hesitate to contact us at [Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]