

# Supplier Audit Notification

Dear [Supplier Name],

We would like to inform you that an upcoming audit of your facility will take place on [Date]. This audit is an essential part of our ongoing commitment to quality and compliance.

## Audit Details:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Location:** [Insert Location]

## Preparation:

Please ensure that the following documents are prepared for the audit:

- [Document 1]
- [Document 2]
- [Document 3]

If you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]