

Supplier Audit Findings Clarification Request

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We appreciate your cooperation during our recent audit conducted on [Insert Audit Date]. After reviewing the findings, we would like to request clarification on certain points to ensure mutual understanding and alignment.

Findings Requiring Clarification:

1. Finding 1: [Brief description of finding] - Request for clarification: [Specific question or information needed]
2. Finding 2: [Brief description of finding] - Request for clarification: [Specific question or information needed]
3. Finding 3: [Brief description of finding] - Request for clarification: [Specific question or information needed]

We kindly ask you to provide the necessary clarifications by [Insert Response Deadline]. This will assist us in closing the audit findings and improving our continued partnership.

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]