

Supplier Audit Findings Explanation

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We would like to thank you for your cooperation during the recent supplier audit conducted on [Audit Date]. This audit aimed to assess compliance with our quality standards and to identify areas for improvement.

Audit Findings Summary

- **Finding 1:** [Description of the finding, e.g., Non-conformance with quality management system]
- **Finding 2:** [Description of the finding, e.g., Inadequate documentation procedures]
- **Finding 3:** [Description of the finding, e.g., Failure to conduct regular training sessions for staff]

Explanation of Findings

The above findings were noted based on our evaluation of your procedures and records during the audit. We believe these issues may impact the quality of the products/services provided and need to be addressed promptly.

Action Required

We kindly request that you provide a corrective action plan by [Due Date] outlining how you intend to address these findings. Your prompt attention to these matters will ensure that we continue to maintain a strong partnership.

If you have any questions or need further clarification regarding these findings, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]