

Supplier Audit Findings Follow-up

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Follow-up on Audit Findings

Dear [Supplier Contact Name],

We appreciate your cooperation during the recent audit conducted on [Audit Date]. As a result of the audit, we have identified several findings that require follow-up actions. Below is a summary of the key findings:

Findings Summary

- Finding 1: [Description of Finding 1]
- Finding 2: [Description of Finding 2]
- Finding 3: [Description of Finding 3]

We kindly request that you provide a detailed response and corrective actions for each of the findings by [Response Due Date]. Please ensure that your response includes:

1. Root cause analysis
2. Corrective actions taken or planned
3. Timeline for implementation
4. Point of contact for follow-up

If you have any questions or require further clarification, please do not hesitate to reach out. Thank you for your attention to this matter, and we look forward to your prompt response.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]