

Supplier Audit Findings Improvement Suggestions

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Audit Findings and Suggested Improvements

Dear [Supplier Contact Name],

Following our recent audit conducted on [Insert Audit Date], we appreciate your cooperation and dedication to maintaining quality and compliance. Below are the key findings along with our suggestions for improvement:

Findings

- Finding 1: [Brief description of the finding]
- Finding 2: [Brief description of the finding]
- Finding 3: [Brief description of the finding]

Improvement Suggestions

- Suggestion 1: [Detailed suggestion for improvement]
- Suggestion 2: [Detailed suggestion for improvement]
- Suggestion 3: [Detailed suggestion for improvement]

We believe that implementing these improvements will enhance your processes and overall product quality. We are available for any discussions or further clarifications you may require.

Thank you for your attention to these matters.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]