

# Request for Additional Support: Supplier Audit Findings

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company's Name]

Subject: Supplier Audit Findings and Request for Additional Support

Dear [Supplier's Contact Name],

We hope this message finds you well. Following our recent audit conducted on [Insert Date of Audit], we have identified several findings that require your attention and support.

The key findings include:

- [Finding 1]
- [Finding 2]
- [Finding 3]

To ensure compliance and improve our collaborative efforts, we kindly request your assistance in addressing these findings. Specifically, we would appreciate your support in the following areas:

- [Area of Support 1]
- [Area of Support 2]
- [Area of Support 3]

Please respond by [Insert Response Deadline] with your proposed action plan for addressing these findings. This will help us maintain the quality standards we uphold in our partnership.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]