

Supplier Audit Findings Resolution Summary

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Resolution Summary of Audit Findings

Introduction

We appreciate your cooperation during the recent audit conducted on [Audit Date]. This letter summarizes the findings from our audit and provides details regarding the resolutions agreed upon.

Audit Findings

1. **Finding 1:** [Description of Finding 1]
 - **Impact:** [Impact of Finding 1]
 - **Resolution:** [Resolution for Finding 1]
 - **Responsible Party:** [Name/Department]
2. **Finding 2:** [Description of Finding 2]
 - **Impact:** [Impact of Finding 2]
 - **Resolution:** [Resolution for Finding 2]
 - **Responsible Party:** [Name/Department]

Conclusion

We would like to thank you for your attention to these matters. Please confirm your acceptance of this resolution summary by signing below. We look forward to your continuous improvement and cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]

Acceptance

Supplier Name: _____

Date: _____