

Supplier Safety Audit Notification

Dear [Supplier's Name],

We are writing to inform you that a safety audit of your facility is scheduled for [Date]. This audit is part of our ongoing efforts to ensure that all our suppliers meet the required safety and compliance standards.

Please ensure that all necessary documentation and safety procedures are in place for the audit team. Our auditors will arrive at your location at [Time]. We appreciate your cooperation in this important process.

If you have any questions or need further information, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]