

Supplier Audit Action Follow-up

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We hope this message finds you well. Following our recent audit conducted on [Insert Audit Date], we have identified several action items that require your attention to ensure compliance with our quality standards.

Action Items

- Action Item 1: [Description] - Due Date: [Due Date]
- Action Item 2: [Description] - Due Date: [Due Date]
- Action Item 3: [Description] - Due Date: [Due Date]

We kindly request that you provide updates on the status of these action items by [Insert Follow-up Date]. Your prompt attention to these issues is crucial for maintaining our partnership.

Thank you for your cooperation. If you have any questions or need further clarification, please do not hesitate to contact us.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]