

# Supplier Contract Audit Notification

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Name],

We are writing to inform you that as part of our ongoing commitment to ensuring quality and compliance, we will be conducting a contract audit for vendor evaluation purposes. This audit will involve a thorough review of our existing contracts and performance metrics.

The audit will take place on [Insert Date] and is expected to last approximately [Insert Duration]. We kindly ask for your cooperation in providing access to relevant documentation and any necessary personnel during this period.

We appreciate your cooperation and look forward to working together to maintain the standards of our business relationship.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]