

Supplier Relationship Audit Notification

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip]

Dear [Supplier's Contact Name],

We hope this message finds you well. As part of our commitment to maintaining the highest standards in our supply chain, we will be conducting a Supplier Relationship Audit. This audit aims to assess our current collaboration and identify areas for improvement and efficiency.

The audit will be conducted on [Insert Date] at [Insert Time], and will take place at [Insert Location]. Our audit team will review our ongoing partnership and gather feedback from your team to ensure that we are aligned in our goals and expectations.

We kindly ask that you prepare any relevant documentation and data pertaining to our mutual agreements, performance metrics, and delivery timelines for that day. Your cooperation and transparency during this process are vital to our shared success.

If you have any questions or need to reschedule the audit, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address]. We appreciate your continued partnership and look forward to our discussions.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip]

[Your Phone Number]

[Your Email Address]