

Product Audit Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Partner's Name],

I hope this message finds you well. As part of our ongoing commitment to quality and compliance, we would like to request a comprehensive audit of the products we have sourced from your company.

The audit will help us in evaluating product specifications, performance, and compliance with both our internal standards and any applicable regulations. We request that you provide the following information:

- Product specifications and documentation
- Quality assurance processes
- Test results and certifications
- Supply chain transparency documents

We propose to conduct this audit on [insert proposed date] at your facility. Please confirm your availability, or suggest an alternative date if necessary.

We appreciate your cooperation and look forward to working together to ensure the highest standards of quality.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]