

Product Performance Audit Notification

Date: [Insert Date]

Dear [Partner's Name],

We hope this message finds you well. As part of our commitment to maintain high standards and ensure the continued success of our partnership, we will be conducting a Product Performance Audit of [Product Name].

This audit will take place on [Insert Date(s)] and will focus on evaluating the efficiency, reliability, and overall performance of the product in accordance with the agreed standards and specifications.

We kindly request your cooperation and assistance during this process. To facilitate a smooth audit, please ensure that the following documents and information are made available:

- Product performance reports
- Quality assurance records
- Customer feedback and reviews
- Any relevant testing data

Our team appreciates your collaboration and transparency in this matter, as it will enable us to enhance our processes and deliver even better results. Should you have any questions or require further clarification, feel free to reach out to us at [Insert Contact Information].

Thank you for your attention and support. We look forward to our continued prosperous partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]