[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Notification of Upcoming Supplier Audit**

Dear [Supplier’s Name],

We are writing to inform you that [COMPANY NAME] will be conducting an audit of your operations as part of our standard supplier review process. This audit is scheduled to take place on [Date] at [Time] and will focus on evaluating compliance with the terms of our agreement and applicable standards.

**Scope of the Audit**:

The audit will cover the following areas:

* [*Area 1, e.g., “Quality assurance processes.”*]
* [*Area 2, e.g., “Compliance with regulatory requirements.”*]
* [*Area 3, e.g., “Delivery and service performance metrics.”*]
* [*Area 4, e.g., “Recordkeeping and documentation.”*]

**Audit Process**:

* Our audit team will arrive at [Location] on the scheduled date.
* We may request access to relevant records, facilities, and personnel during the audit.
* A summary report of the findings will be shared with you following the review.

**Next Steps**:

To ensure a smooth and efficient process, we request your assistance in:

1. Preparing any relevant documents or records for review.
2. Confirming your availability or providing an alternative date if the proposed schedule is not feasible.

If you have any questions about the audit or require additional information, please contact [Name, Title] at [Email Address/Phone Number].

We appreciate your cooperation and look forward to working with you to maintain the highest standards of quality and compliance.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]