[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Notification of Vendor Compliance Audit Results**

Dear [Vendor’s Name],

We are writing to share the results of the compliance audit conducted on [Audit Date], as part of our ongoing commitment to maintaining high standards and ensuring adherence to the terms of our agreement.

**Summary of Audit Findings**:

* **Compliance Areas Evaluated**: [*e.g., “Quality standards, delivery timelines, regulatory compliance, and documentation accuracy.”*]
* **Overall Rating**: [*e.g., “Satisfactory,” “Needs Improvement.”*]
* **Key Observations**:
1. [*Observation 1, e.g., “Timely delivery was achieved for 95% of orders.”*]
2. [*Observation 2, e.g., “Some discrepancies in documentation for shipments dated [specific dates].”*]
3. [*Observation 3, e.g., “Regulatory compliance requirements were fully met.”*]

**Action Items**:

* [*Action Item 1, e.g., “Ensure documentation accuracy for all future shipments by [specific date].”*]
* [*Action Item 2, e.g., “Implement corrective measures to improve delivery timelines.”*]
* [*Action Item 3, e.g., “Provide a report detailing steps taken to address discrepancies by [specific date].”*]

We value our partnership and are committed to working collaboratively to address any areas of concern. If you have any questions regarding the audit results or the suggested actions, please contact [Name, Title] at [Email Address/Phone Number].

Thank you for your attention to this matter. We look forward to your continued compliance and support in maintaining high operational standards.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]