

# Vendor Third-Party Audit Confirmation Letter

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Phone Number]

Date: [Insert Date]

To:

[Vendor Name]

[Vendor Address]

[City, State, ZIP Code]

Subject: Confirmation of Completed Third-Party Audit

Dear [Vendor Contact Name],

This letter serves as formal confirmation that a third-party audit of [Vendor Name] was conducted on [Audit Date] in accordance with our company's vendor risk management policies.

The audit was performed by [Audit Firm/Agency Name] and covered areas including security controls, data privacy, business continuity, and compliance with applicable regulations. All relevant documentation and findings have been reviewed.

Based on the audit results, we confirm that [Vendor Name] currently meets the required standards and controls as stipulated in our agreement. Should any further action or follow-up be necessary, we will notify you in due course.

We appreciate your cooperation and commitment to maintaining compliance with our standards.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

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## Important Notes:

- This letter serves as formal communication of audit completion for record-keeping and compliance purposes.
- Ensure all names, dates, and specific details are accurate before sending.
- Retain a copy of this letter for internal documentation.
- This is not a detailed audit report; contact the audit team for full findings if required.