

5th December 2023

Dear [REDACTED] Supplier,

Unfortunately, on Friday the 1st December our Audi Swindon site was subject to a large fire, and we are currently working alongside the Fire Services and our Independent investigators to determine the cause.

To ensure the Safety of colleagues, customers, and suppliers the site remains temporarily closed until investigations have concluded.

At this time, we have no option but to temporarily suspend your services with immediate effect. Therefore, for health and safety reasons, we ask for the short term that you do not attempt to visit or deliver any goods and/or services to Audi Swindon. A member of the Inchcape team will be in contact with more information once we (and external surveyors) have assessed the impact of the fire and understand when operations at the site can resume.

Thank you in advance for your understanding and patience while this matter is resolved.

[REDACTED]

Yours sincerely,

**The UK Procurement Team**

[REDACTED]