

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Upcoming Audit

We are writing to inform you that [Your Company Name] will be conducting an audit of [specific area, process, or function] starting on [start date] and expected to conclude by [end date]. The purpose of this audit is to ensure compliance with [specific regulations, standards, or internal policies].

Please be prepared to provide access to the necessary documents and personnel during this time. Your cooperation is crucial for the success of this audit. We appreciate your attention to this matter and your continued support.

If you have any questions or concerns, please do not hesitate to reach out to [contact person's name, phone number, or email address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

[Enclosure: (if any)]