

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Company]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: FQDO Compliance Audit Notification

We are writing to inform you that [Your Company] will be conducting a compliance audit of the FQDO (Food Quality and Delivery Organization) standards. This audit is scheduled to take place from [Start Date] to [End Date].

The purpose of this audit is to ensure that all processes and regulations associated with FQDO standards are being followed. We believe that adherence to these standards is essential for maintaining the highest quality of service and products.

Please provide all relevant documentation and access to necessary personnel during the audit period to facilitate a thorough review. Should you have any questions or require further clarification, do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

We appreciate your cooperation and look forward to working together to ensure compliance with FQDO standards.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company]