

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of LNI Audit

We are writing to inform you that our company has been selected for a Labor and Industries (LNI) audit for the period of [audit period]. The audit will be conducted to ensure compliance with state regulations and standards.

The audit is scheduled for [date and time]. We kindly ask you to prepare the following documentation for review:

- Employee payroll records
- Job descriptions
- Safety program records
- Workers' compensation claims history

If you have any questions or need additional information, please feel free to reach out to me at [your phone number] or [your email]. We appreciate your cooperation during this process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]