

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of PBX System Audit

We are writing to inform you that we will be conducting an audit of our PBX system in the upcoming weeks. This audit is part of our ongoing commitment to ensuring optimal performance and security of our telecommunications infrastructure.

The audit will take place on [Start Date] and is expected to last until [End Date]. During this period, we will be reviewing system configurations, call logs, and other relevant data. We appreciate your cooperation and understanding as we work to enhance our services.

If you have any questions or require further information, please do not hesitate to contact [Your Contact Name] at [Your Contact Email] or [Your Contact Phone Number].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

[Your Email Address]

[Your Phone Number]