

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

[Labour Department Name]  
[Department Address]  
[City, State, Zip Code]

Subject: Request for Labour Department Audit

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an audit by the Labour Department concerning [provide a brief description of the specific issue or area of concern].

Details of the Request:

- Company Name: [Your Company Name]
- Address: [Company Address]
- Contact Person: [Your Name/Title]
- Contact Number: [Your Phone Number]
- Audit Purpose: [Explain the reason for the audit]

We believe that an audit will help clarify [mention any specific concerns or compliance issues]. We are committed to ensuring compliance with all applicable labour laws and regulations.

Please let us know the necessary steps and requirements to facilitate this audit. We look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]