

# Compliance Audit Announcement

Dear [Recipient's Name],

We are writing to inform you that a compliance audit will be conducted at [Company/Department Name] starting from [Start Date] to [End Date]. The purpose of this audit is to assess our adherence to regulatory requirements and internal policies.

During this period, our audit team will be reviewing relevant documents and may request additional information from your department. Your cooperation in providing the necessary support and information is crucial to the success of this audit.

We appreciate your attention to this matter and your ongoing commitment to maintaining compliance within our organization. If you have any questions or need further clarification, please feel free to reach out to [Contact Person's Name] at [Contact Email/Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]