

Human Rights Compliance Audit

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

As part of our commitment to uphold human rights standards, we are conducting a compliance audit of our operations and supply chain. This audit aims to assess our adherence to applicable human rights laws and regulations.

We would like to request your cooperation in this process. Specifically, we ask that you provide the following information:

- Documentation related to human rights policies and practices.
- Records of training sessions conducted for employees on human rights issues.
- Details of any incidents or grievances related to human rights within your operations.

The audit is scheduled to take place from [Start Date] to [End Date], and we kindly require your response by [Response Deadline]. Your cooperation is crucial to ensure transparency and accountability.

Thank you for your attention to this important matter. Should you have any questions, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Organization]