

Legal Compliance Audit Confirmation of Participation

Date: [Insert Date]

To: [Participant's Name]

[Participant's Position]

[Company Name]

[Company Address]

Dear [Participant's Name],

We are writing to confirm your participation in the upcoming Legal Compliance Audit scheduled for [Insert Date of Audit]. Your involvement is crucial to ensure that we meet all regulatory requirements and maintain our commitment to legal compliance.

The audit will take place at [Insert Location], and we expect all key stakeholders to be present. Please prepare any necessary documentation and be ready to discuss relevant compliance practices.

If you have any questions or need further information prior to the audit, do not hesitate to reach out.

Thank you for your cooperation and dedication to our compliance efforts.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]