

Service Audit Inquiry

Date: [Insert Date]

Your Name

Your Position

Your Company Name

Your Company Address

City, State, Zip Code

Email: [Insert Email]

Phone: [Insert Phone]

Recipient's Name

Recipient's Position

Recipient's Company Name

Recipient's Company Address

City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inquire about the upcoming service audit scheduled for [Insert Date]. As part of our commitment to maintaining quality and compliance, we seek clarification on several key aspects of the audit process.

Specifically, we would appreciate your insight regarding the following:

- Details of the audit scope
- Required documentation
- Timeline and expectations
- Access requirements for the audit team

It is essential for us to ensure that we are fully prepared for the audit, and your guidance on these matters would be invaluable. We aim to collaborate effectively and make this audit a seamless process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]