

Confirmation of Third-Party Audit Partnership

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm our partnership for the upcoming third-party audit scheduled for [insert dates]. This collaboration aims to ensure compliance with industry standards and enhance the quality of our services.

As discussed, the roles and responsibilities will include:

- [Role/Responsibility 1]

- [Role/Responsibility 2]
- [Role/Responsibility 3]

We appreciate your commitment and professionalism in this process and look forward to a successful audit.

Thank you for your partnership.

Sincerely,

[Your Signature]

[Your Name]

[Your Position]

[Your Company]