

Introduction Letter for Third-Party Audit

Date: [Insert Date]

To: [Auditor's Name]

[Auditor's Company Name]

[Auditor's Company Address]

[City, State, Zip Code]

Dear [Auditor's Name],

We are pleased to formally introduce you to our organization as we commence the third-party audit process. At [Your Company Name], we are committed to maintaining transparency and compliance with industry standards.

The purpose of this audit is to evaluate our current practices, compliance, and to identify opportunities for improvement. The audit will take place from [Start Date] to [End Date]. We will make all necessary documentation available to facilitate your work.

We appreciate your expertise in this matter and look forward to your valuable insights. Should you have any questions or require further information prior to your audit, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you, and we look forward to working with you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]