

Notification of Scheduled Third-Party Audit

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are writing to inform you that a third-party audit is scheduled to take place at [Company Name] on [Audit Date]. This audit will be conducted by [Auditor/Third-Party Firm Name] as part of our commitment to maintaining compliance and ensuring high standards within our operations.

The audit will focus on [specify areas of the audit]. We request your full cooperation in facilitating this process. The auditors will need access to relevant documents and personnel, so please prepare accordingly.

If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]