

Transportation Compliance Audit Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to inform you that a transportation compliance audit will be conducted to review the adherence to the terms outlined in our contract dated [Insert Contract Date]. The purpose of this audit is to ensure that all transportation services provided meet our compliance standards and contractual obligations.

The audit is scheduled for [Insert Audit Date] at [Insert Location]. We request your cooperation in providing the necessary documentation and access to relevant records for review. This may include, but is not limited to:

- Transportation logs
- Driver qualifications and training records
- Maintenance and inspection reports
- Incident reports related to compliance issues

We appreciate your attention to this matter and look forward to your cooperation in ensuring a smooth audit process. Should you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]