

Transportation Compliance Audit Confirmation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the scheduled transportation compliance audit for [Company Name] as part of our regulatory review process. This audit will ensure that all transportation activities adhere to applicable regulations and standards.

Audit Details:

- **Date of Audit:** [Insert Date]
- **Location:** [Insert Location]
- **Duration:** [Insert Duration]

Please assemble all relevant documentation regarding transportation operations, including but not limited to:

- Transportation logs
- Compliance records
- Maintenance records
- Employee certifications

We appreciate your cooperation in this important audit process. Should you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]