

Transportation Compliance Audit Notification

Date: [Insert Date]

To: [Recipient's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

We are writing to inform you that a transportation compliance audit has been scheduled for [Insert Date of Audit]. This audit is part of our ongoing commitment to ensure that all transportation operations meet the required safety standards as mandated by [Insert Regulatory Body or Organization].

The primary focus of this audit will include the following areas:

- Driver qualifications and training
- Vehicle maintenance records
- Compliance with safety regulations
- Incident reporting and response measures
- Documentation and record-keeping practices

We kindly ask that you prepare the necessary documents and ensure that all relevant personnel are available for interviews during the audit process.

If you have any questions or require further clarification regarding the audit, please do not hesitate to reach out to us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]