

Procurement Operational Audit Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

Dear [Recipient Name],

As part of our ongoing commitment to ensure transparency and efficiency in our procurement processes, we are conducting a procurement operational audit. The objective of this audit is to assess compliance with policies, evaluate the effectiveness of procurement practices, and identify opportunities for improvement.

The audit is scheduled to commence on [Start Date] and will be conducted by [Auditor/Team Name]. We expect the audit to be completed by [End Date]. During this period, we may request access to procurement records, contracts, and any related documents. Your cooperation in this process is essential and will be greatly appreciated.

Please feel free to reach out if you have any questions or require further clarification regarding the audit.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]