

Technology Compliance Audit Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

This letter serves as a notification that a technology compliance audit will be conducted at [Company Name] on [Insert Date of Audit]. The purpose of this audit is to ensure adherence to our technology policies and compliance with applicable regulations.

The audit team will assess the following areas:

- Information security measures
- Data privacy practices
- Technology usage policies

Please prepare the necessary documentation and ensure that relevant personnel are available to assist the auditors.

If you have any questions or require further information, please do not hesitate to contact me at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]