

# To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Date: [Current Date]

Dear [Recipient's Name],

Subject: Securities Law Compliance Audit

As part of our ongoing commitment to ensure compliance with applicable securities laws and regulations, we are conducting a comprehensive audit of [Company Name]'s practices and procedures regarding securities transactions.

The purpose of this audit is to assess the adequacy and effectiveness of your current compliance measures and to identify any areas that may require enhancement. Our audit will cover the following key areas:

- Review of Securities Offering Documents
- Evaluation of Disclosure Practices
- Assessment of Insider Trading Policies
- Examination of Recordkeeping Practices

We request your full cooperation during this process, which is expected to commence on [Start Date] and conclude by [End Date]. Please provide us with access to relevant documents and personnel as needed.

If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]