

Regulatory Audit Confirmation

Date: [Insert Date]

To: [Insert Recipient Name]

Title: [Insert Recipient Title]

Company: [Insert Company Name]

Address: [Insert Company Address]

Dear [Insert Recipient Name],

This letter is to formally confirm that a regulatory audit will be conducted at [Insert Facility Name] located at [Insert Facility Address]. The audit is scheduled for [Insert Audit Date] and is expected to cover the following areas:

- Compliance with Good Manufacturing Practices (GMP)
- Quality Assurance Processes
- Documentation and Record Keeping
- Employee Training and Competency

Please ensure that all relevant personnel are available and that any necessary documentation is prepared for review on the day of the audit.

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

Thank you for your cooperation.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Your Company Name]

[Insert Your Contact Information]