

Royalty Audit Notice

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

We are writing to inform you that a royalty audit has been scheduled for the period of [Insert Time Period]. This audit is part of our ongoing compliance efforts to ensure that all royalty payments are accurate and aligned with the terms of the relevant agreements.

The audit will be conducted by [Auditor's Name/Company] and is expected to take place on [Insert Date]. We kindly ask that you prepare all necessary documentation, including but not limited to:

- Sales Reports
- License Agreements
- Payment Records
- Correspondence Relating to Royalty Payments

Please confirm your availability for the audit by [Insert Confirmation Deadline]. If you have any questions or require further information, do not hesitate to contact us at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, ZIP Code]