

# Permission to Access Digital Records for Audit

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request permission to access digital records for the purpose of conducting an audit. This audit is necessary to ensure compliance with our internal policies and regulatory requirements.

The specific records I would like to access include:

- [Specify Record Type 1]
- [Specify Record Type 2]
- [Specify Record Type 3]

Access to these records will be limited to the auditing team and will be treated with the utmost confidentiality. We assure you that all actions taken will be in accordance with applicable laws and regulations.

Thank you for considering this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]