

Customs Audit Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that your company, [Company Name], has been selected for a customs audit. This audit is part of our ongoing commitment to ensure compliance with customs regulations and to promote fair trade practices.

The audit will take place on [Insert Audit Date] at [Insert Location]. Please make sure that all relevant documentation and records are available for review at that time.

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]