

# Auditing Compliance Notification

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are writing to inform you that as part of our ongoing commitment to ensuring compliance with the terms of our long-term contract dated [Insert Contract Date], we will be conducting an audit of the contract performance and adherence to its guidelines.

The audit is scheduled to take place from [Start Date] to [End Date] and will focus on the following key areas:

- Contract Deliverables
- Compliance with Financial Terms
- Quality Assurance Standards
- Regulatory Compliance

We kindly ask for your cooperation in providing the necessary documentation and access to relevant personnel during this period. Please prepare the following documents:

1. [Document 1]
2. [Document 2]
3. [Document 3]

If you have any questions regarding this audit or require further information, please do not hesitate to contact me at [Your Contact Information].

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]