

Date: [Insert date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are conducting a compliance audit as part of our internal review process, and we kindly request your assistance in this matter. The objective of this audit is to ensure adherence to relevant regulations and internal policies.

To facilitate the process, please provide the following documents by [insert deadline]:

- [Document or information required 1]
- [Document or information required 2]
- [Document or information required 3]

If you have any questions or need further clarification, please do not hesitate to reach out. Your cooperation is greatly appreciated and essential for the success of our audit.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Name]

[Your Position]

[Your Company]