

Compliance Audit Scope Clarification

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to clarify the scope of the upcoming compliance audit scheduled for [insert audit date]. It is our intention to ensure that all parties have a clear understanding of the audit objectives and the specific areas that will be assessed.

Audit Scope Overview:

- Review of [specific compliance standards or regulations]
- Assessment of [specific processes or departments]
- Evaluation of [specific documentation or records]

In preparation for the audit, we recommend that your team organizes the necessary documentation and resources related to the above areas. If there are any specific concerns or additional topics you would like us to include in the audit, please let us know by [insert response deadline].

Thank you for your cooperation. We look forward to working together to ensure a thorough and efficient audit process.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]