

Government Audit Notification

Date: [Insert Date]

To: [Contractor's Name]

Company: [Contractor's Company Name]

Address: [Contractor's Address]

Dear [Contractor's Name],

Subject: Notification of Government Audit

We wish to inform you that a government audit will be conducted concerning your contract (Contract Number: [Insert Contract Number]) with [Government Agency Name]. This audit is part of our routine oversight to ensure compliance with federal regulations and contract provisions.

The audit is scheduled to begin on [Insert Start Date] and will take place at [Insert Location if applicable]. Please ensure that all relevant documentation, including but not limited to, financial records, invoices, and contracts, are readily available for our auditors.

Your cooperation is vital to the success of this audit. If you have any questions or require further details, please feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter. We appreciate your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Government Agency Name]

[Contact Information]