

# International Trade Compliance Audit Notification

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you that [Your Company Name] will be conducting an international trade compliance audit of your operations, scheduled for [Insert Date]. This audit is part of our ongoing commitment to ensure compliance with applicable trade laws and regulations.

The audit will cover the following areas:

- Import and export practices
- Record keeping and documentation
- Compliance with trade agreements
- Licensing and permits

Please prepare the following documents for review:

- Import/export declarations
- Shipping documents
- Correspondence with customs authorities
- Compliance training records

We appreciate your cooperation in this important matter. If you have any questions, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]