

Privacy Law Compliance Audit Request for Documentation

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

Dear [Recipient Name],

We are conducting an audit to ensure compliance with applicable privacy laws and regulations. As part of this process, we kindly request your cooperation in providing the necessary documentation.

Specifically, we would like to request the following documents:

- Privacy policies and procedures
- Records of consent from individuals
- Data processing agreements with third parties
- Records of data access requests
- Documentation of training conducted for staff on privacy obligations

Please provide the requested documentation by [Insert Due Date]. If you have any questions or need further clarification regarding this request, feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation and support in this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]