

# Logistics Compliance Audit Notification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that a logistics compliance audit is scheduled to take place from [Start Date] to [End Date]. This audit aims to ensure that all logistics operations adhere to the established standards and regulatory requirements.

Please prepare the necessary documentation, including but not limited to:

- Logistics contracts and agreements
- Shipping and receiving records
- Inventory management documentation
- Health and safety compliance records
- Any relevant reports or certificates

Our audit team will reach out to you prior to the start date to coordinate specific details. We appreciate your cooperation in facilitating a smooth audit process.

If you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]