

Logistics Compliance Audit Document Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

As part of our ongoing commitment to logistics compliance, we are conducting an audit of our processes and documentation. To facilitate this audit, we kindly request that you provide the following documents:

- Shipping and receiving records for the last [insert time frame]
- Inventory control documentation
- Transportation contracts and agreements
- Compliance certificates and safety documentation
- Any relevant correspondence related to logistics operations

We would appreciate receiving these documents by [insert deadline] to ensure a smooth audit process. If you have any questions or require further clarification, please do not hesitate to contact me directly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]