

Security Audit Notification

Dear [Partner's Name],

We hope this message finds you well. We are reaching out to inform you of an upcoming security audit that will be conducted as part of our commitment to maintaining the highest standards of security and compliance.

The audit is scheduled to take place from [Start Date] to [End Date]. Our team will review processes, systems, and controls that pertain to our partnership to ensure alignment with best practices and regulatory requirements.

We kindly ask for your cooperation during this period. Our auditors may require access to specific documents and information relevant to our collaboration. We appreciate your assistance in expediting this process.

If you have any questions or require further details, please do not hesitate to reach out to [Your Contact Information].

Thank you for your attention and collaboration.

Sincerely,
[Your Name]
[Your Position]
[Your Company]