

Compliance Audit Engagement Notice

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you that [Your Company Name] will be conducting a compliance audit engagement covering the period of [Insert Period]. This audit aims to ensure that all practices and policies are in accordance with applicable laws and regulations.

The audit will commence on [Start Date] and is expected to conclude by [End Date]. During this time, our team may request access to documents and records relevant to the audit process.

We appreciate your cooperation and look forward to working with you. Please do not hesitate to reach out if you have any questions or require further information.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]