

Compliance Audit Planning Communication

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Compliance Audit Planning Notification

Dear [Recipient Name],

We are writing to inform you about the upcoming compliance audit scheduled to take place on [Insert Dates]. This audit aims to assess our adherence to regulatory requirements and internal policies.

As part of this process, we kindly request your cooperation in providing necessary documentation and access to relevant personnel. The areas of focus during the audit will include:

- [Area 1]
- [Area 2]
- [Area 3]

Please let us know your availability for a pre-audit meeting, which we aim to hold on [Insert Date]. This meeting will provide an opportunity to discuss the audit process in detail and address any questions you may have.

Thank you for your cooperation. We look forward to working together to ensure a successful audit.

Sincerely,

[Your Name]
[Your Position]
[Your Company]