

Dear [Client Name],

We are pleased to inform you that, following our preliminary assessment, you are eligible for an audit in accordance with our standards and guidelines.

Your dedication to maintaining compliance and transparency is commendable, and we look forward to working with you throughout the audit process. Please note the following details regarding the upcoming audit:

- **Audit Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

Should you have any questions or require further information, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your attention, and we look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]