

# Audit Evidence Request

Date: [Insert Date]

[Auditee's Name]

[Auditee's Position]

[Company Name]

[Company Address]

Dear [Auditee's Name],

As part of our ongoing audit procedure, we are currently reviewing the compliance documentation necessary to evaluate adherence to established regulations and internal policies. To facilitate this process, we kindly request your assistance in providing the following documentation:

- [Document Type 1 - e.g., Compliance Policy Manual]
- [Document Type 2 - e.g., Recent Audit Reports]
- [Document Type 3 - e.g., Training Records]
- [Document Type 4 - e.g., Incident Reports]
- [Any additional documents]

Please provide the requested documents by [insert due date]. If you have any questions or require further clarification, do not hesitate to reach out to me directly.

Thank you for your cooperation in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]