

# Audit Plan Request

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your approval for the upcoming audit plan for the [Insert Period] fiscal year.

The audit plan outlines the objectives, scope, and timeline for the audit activities we intend to undertake. Ensuring these measures are approved will help us maintain compliance and improve our operational effectiveness.

In summary, the audit will focus on the following areas:

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

Please review the attached audit plan and provide your approval at your earliest convenience. Should you have any questions or need further information, feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]