

Letter of Audit Plan Submission

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to submit our proposed audit plan for your endorsement. This plan outlines the scope, objectives, and methodology of the upcoming audit scheduled for [Insert Audit Period].

The key objectives of this audit include:

- [Objective 1]
- [Objective 2]
- [Objective 3]

We believe that this audit will provide valuable insights and help in enhancing the overall efficiency and effectiveness of our operations.

Kindly review the attached audit plan and provide your feedback or endorsement by [Insert Deadline]. Your support is crucial for us to proceed with the planned activities.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]