

# Audit Plan Authorization

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]

To: [Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to present the finalized audit plan for the upcoming audit period. After thorough discussions and reviews, the following audit objectives, scope, and methodology have been established:

- **Objectives:** [List audit objectives]
- **Scope:** [Define the scope of the audit]
- **Methodology:** [Describe the methodology]

The proposed timeline for the audit is as follows:

- Start Date: [Insert Date]
- End Date: [Insert Date]

Please review the attached document containing detailed information regarding the audit plan. I kindly request your authorization to proceed with the audit as outlined.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Phone Number]  
[Your Email]