

Due Diligence Audit Confirmation Letter

Date: [Insert Date]

To,

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm that a due diligence audit is scheduled to take place on [Insert Audit Date] at [Insert Location]. This audit will be conducted by our team to thoroughly assess [specify what the audit will cover, e.g., financial records, compliance, operational procedures, etc.].

We appreciate your cooperation in this process and request that the necessary records and documents be made available for review. Please provide access to the following information:

- [Document/Requirement 1]
- [Document/Requirement 2]
- [Document/Requirement 3]

If you have any questions or need further clarification, please do not hesitate to contact me at [Your Email] or [Your Phone Number].

Thank you for your attention to this matter. We look forward to working with you during the audit process.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[Your Phone Number]
[Your Email]