

# Due Diligence Audit Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are writing to formally notify you that a due diligence audit will be conducted for [Company Name] on [Scheduled Date]. This audit is part of our ongoing commitment to ensure compliance and operational efficiency.

The purpose of this audit will include, but not be limited to:

- Review of financial records
- Assessment of operational processes
- Verification of compliance with applicable laws and regulations

We request your cooperation in providing access to relevant documents and personnel during this process. Please let us know if there are any specific arrangements that need to be made in advance.

Thank you for your attention to this matter. We look forward to your cooperation in making this audit a success.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]