

Supplementary Audit Area Inclusion Letter

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, ZIP Code]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

We are writing to inform you of the recent decision regarding the supplementary audit areas to be included in the upcoming audit cycle. Based on our preliminary assessments and discussions, we believe that the following areas warrant closer examination:

- [Supplementary Audit Area 1]
- [Supplementary Audit Area 2]
- [Supplementary Audit Area 3]

Please let us know your availability for a meeting to discuss this in detail and to finalize our audit plan. Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]