

# Audit Sample Selection for Compliance Assessment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you about the upcoming audit and the process for sample selection that will be conducted as part of our compliance assessment. The objective of this audit is to evaluate adherence to the established regulations and internal policies.

For the purpose of this audit, we will be selecting a representative sample of transactions/documents from the following categories:

- [Category 1]
- [Category 2]
- [Category 3]

The selection criteria will be based on:

1. Random sampling
2. Specific compliance risks identified
3. Historical data patterns

We appreciate your cooperation during this audit process, and we assure you that all information will be handled in accordance with confidentiality policies.

Please feel free to reach out if you have any questions or require further clarification regarding the sample selection process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Contact Information]