

Audit Sample Selection for Operational Efficiency

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient Name],

As part of our commitment to enhancing operational efficiency and ensuring compliance with established standards, we will be conducting an audit for the period of [Insert Period]. This letter serves to inform you about our process for selecting audit samples.

We will utilize a stratified sampling method to ensure a representative selection of operations. The key criteria for selection will include:

- Transaction volume
- Risk assessment scores
- Specific operational cycles

The initial analysis will be conducted on [Insert Start Date] with a focus on the following departments:

- [Department 1]
- [Department 2]
- [Department 3]

We appreciate your cooperation and support throughout this process. Should you have any questions, please do not hesitate to contact me at [Your Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]