

Audit Sample Selection for Performance Measurement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

We are conducting an audit of [specific program or department name] for the fiscal year [insert year]. As part of this audit, we will be selecting a sample of transactions for performance measurement purposes.

The objective of this audit is to assess the effectiveness and efficiency of the operations within your department. We will be using a statistically valid sampling method to ensure that our selection reflects the overall performance and outcomes.

Please be prepared to provide us with the necessary documentation and access to relevant records starting on [insert date]. We anticipate that the audit process will take approximately [insert duration].

Your cooperation is essential for the successful completion of this audit, and we appreciate your assistance in this matter.

If you have any questions or require further information, please do not hesitate to contact me at [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]