

Audit Sample Selection for Project Evaluation

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Organization Name]

[Organization Address]

Dear [Recipient Name],

As part of our ongoing project evaluation for [Project Name], we will be conducting an audit of the selected samples. This process aims to ensure compliance with established standards and assess the overall effectiveness of the project.

Please be informed that we have identified a selection of samples from the project data, which will be evaluated as follows:

- Sample Size: [Insert number]
- Sampling Method: [Insert method]
- Criteria for Selection: [Insert criteria]

We ask for your cooperation in providing access to the relevant documentation and personnel during the audit period, which is set for [Insert Dates]. Your support is crucial to ensure a thorough evaluation.

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

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]