

Audit Sample Selection for Risk Management Analysis

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Audit Sample Selection for Risk Management Analysis

As part of our ongoing commitment to ensuring effective risk management practices, we are conducting an audit that requires the selection of sample data. The focus of this audit will be to evaluate our current risk management strategies and identify potential areas for improvement.

The sample selection process will encompass a review of [insert specific areas or processes being audited], ensuring that we represent a complete view of the associated risks.

We kindly request your cooperation in providing the necessary documentation and access to relevant systems by [insert deadline]. This will assist us in conducting a thorough analysis and ensuring the integrity of our audit process.

If you have any questions or require further clarification regarding the audit process, please do not hesitate to contact me directly at [your phone number] or [your email address].

Thank you for your attention and support in this matter.

Sincerely,

[Your Signature (if mailing)]

[Your Typed Name]

[Your Position]

[Your Contact Information]