

# Performance Audit Documentation Criteria

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Performance Audit Documentation Criteria

Dear [Recipient Name],

This letter outlines the documentation criteria for the upcoming performance audit. Please ensure that all relevant materials are prepared and made available for review. The criteria for documentation include:

- **Objective Evidence:** Provide documents that substantiate performance claims.
- **Process Descriptions:** Include detailed descriptions of operations and procedures.
- **Performance Metrics:** Present statistical data and performance indicators.
- **Compliance Documentation:** Supply records of adherence to regulations and policies.
- **Stakeholder Feedback:** Gather and present feedback from relevant stakeholders.

Please ensure that all documentation is submitted by [Insert Deadline]. Should you have any questions regarding the criteria or the documentation process, feel free to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]