

Letter of Scope Definition for Special Audit

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

Subject: Scope Definition for Special Audit

We are writing to outline the scope of the upcoming special audit as discussed in our recent meeting. The primary objectives and focus areas of the audit are as follows:

- **Objective 1:** [Description of the objective]
- **Objective 2:** [Description of the objective]
- **Focus Area 1:** [Description of the focus area]
- **Focus Area 2:** [Description of the focus area]

The audit will be conducted from [Start Date] to [End Date], and we anticipate any required documentation to be available by [Date]. Please ensure your team is informed and prepared for the audit process.

We appreciate your cooperation and support in facilitating a successful audit. Should you have any questions, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]