

Audit Inquiry Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are currently conducting an audit of [company name or department], and we are reaching out to inquire about specific compliance testing procedures and results related to [specific area of compliance, e.g., financial reporting, data protection].

In particular, we would like to request the following information:

- The documented procedures for compliance testing.
- Recent compliance testing results for the past [specify time period].
- Any identified deficiencies and the corrective actions taken.
- Copies of relevant reports and communications regarding compliance performance.

Please provide this information by [insert deadline], as it is crucial for our audit process. If you have any questions or require further clarification, feel free to reach out to me directly at [your contact information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]