

Coordination Letter for Global Audit Participation

Date: [Insert Date]

To: [Recipient Name]
[Recipient Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are reaching out to coordinate our participation in the upcoming global audit scheduled for [Insert Dates]. This audit aims to assess our processes and compliance across various teams and regions, and your involvement is crucial to its success.

Please find below the details pertinent to your participation:

- **Audit Scope:** [Insert scope of the audit]
- **Key Dates:** [Insert key dates]
- **Required Documentation:** [List of required documents]
- **Contact Point:** [Your Name, Position, Contact Information]

We appreciate your cooperation and support. Kindly confirm your participation and let us know if you need any further information or assistance.

Thank you for your attention to this important matter.

Best regards,

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Contact Information]