

# Letter of Coordination on Cross-Border Audit Activities

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

We are reaching out to formally establish coordination regarding our upcoming cross-border audit activities. In light of the growing importance of international collaboration in auditing, we believe that a concerted effort will enhance the effectiveness and efficiency of our procedures.

The objectives for our upcoming audits include:

- Shared methodologies and practices
- Identification of key risk areas
- Timely exchange of information and findings

We propose to hold a preliminary meeting on [insert proposed date] to discuss our approach, timelines, and any specific requirements from each participating organization. Kindly confirm your availability for this meeting or suggest an alternative date that may be more convenient.

Thank you for your cooperation and commitment to enhancing the integrity of our cross-border audit activities. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]