

# Global Audit Coordination Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Global Audit Coordination Notification

Dear [Recipient Name],

We would like to inform you that a global audit is scheduled to take place from [Start Date] to [End Date]. This audit aims to enhance our internal processes and ensure compliance with our global standards.

Please ensure that all relevant documents and personnel are prepared and available for the audit team during this period. Your cooperation and support are essential to ensure a successful audit.

If you have any questions or require further information, please do not hesitate to contact me at [Your Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]