

International Audit Coordination Request

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Address: [Recipient's Address]

City, State, Zip: [Recipient's City, State, Zip]

Dear [Recipient's Name],

Subject: Request for Coordination of International Audit

I hope this message finds you well. We are in the process of planning an international audit for [specific project or financial year], and we would like to request your assistance in coordinating with your team to ensure a comprehensive review.

To facilitate this process, we suggest scheduling a preliminary meeting to discuss the audit scope, timelines, and any logistical considerations. Please let us know your availability for a meeting within the next two weeks.

We appreciate your cooperation and are looking forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]