

Audit Communication Guidelines

Date: [Insert Date]

To: [Audit Team/Recipient Name]

From: [Your Name/Your Position]

Subject: Audit Communication Guidelines

Dear [Recipient Name],

As part of our commitment to transparency and efficiency during the audit process, we are providing the following guidelines to facilitate clear communication:

1. Purpose of Communication

All communications should aim to inform relevant stakeholders about audit progress, findings, and necessary actions.

2. Key Contacts

Please refer to the table below for main points of contact:

Name	Position	Contact Information
[Name 1]	[Position 1]	[Phone/Email]
[Name 2]	[Position 2]	[Phone/Email]

3. Frequency of Updates

Regular updates will be provided on a [weekly/bi-weekly] basis, with additional communications as necessary.

4. Confidentiality

All communications must uphold confidentiality and respect for sensitive information.

5. Feedback Mechanism

We encourage you to reach out with any questions or feedback throughout the audit process.

Thank you for your cooperation and support.

Best Regards,

[Your Name]

[Your Title]

[Your Organization]