

# Audit Data Collection Request

Date: [Insert Date]

To: [Recipient's Name]

Department: [Recipient's Department]

Company: [Recipient's Company]

Address: [Recipient's Address]

Subject: Request for Compliance Documentation

Dear [Recipient's Name],

As part of our upcoming compliance audit scheduled for [insert date], we kindly request your assistance in providing the necessary documentation. The goal of this audit is to ensure that our operations remain compliant with applicable regulations and internal policies.

Specifically, we would appreciate your cooperation in gathering the following documentation:

- [List specific documents required, e.g., policies, procedures, records]
- [Additional documents, if any]

We would appreciate receiving these documents by [insert deadline], which will allow us to conduct a thorough review and ensure a smooth audit process. If you have any questions or require clarification regarding the information needed, please do not hesitate to reach out.

Thank you for your cooperation and support in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]