

# Audit Data Collection Request

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Request for Human Resources Records for Audit Purposes

Dear [Recipient Name],

As part of our ongoing commitment to ensure compliance and enhance our organizational processes, we are conducting an audit of our human resources records. Your cooperation is essential in helping us gather the necessary information and documentation.

We kindly request the following human resources records:

- Employee file for [Employee Name(s)]
- Payroll records for [Specify Period]
- Training and development records
- Performance evaluation documents
- Compliance with labor regulations

Please provide these records by [Insert Deadline] to ensure a smooth and timely audit process. All documents will be kept confidential and used solely for the purpose of this audit.

If you have any questions or require further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]