

# Audit Data Collection Request

Date: [Insert Date]

To: [Recipient's Name]

Department: [Recipient's Department]

Email: [Recipient's Email]

Subject: Request for IT System Access Logs

Dear [Recipient's Name],

In accordance with our upcoming audit scheduled for [insert date], we are requesting the collection of access logs from our IT systems. The purpose of this request is to ensure compliance with our internal policies and regulatory requirements.

Please provide the following access logs for the period of [start date] to [end date]:

- User login and logout timestamps
- Failed login attempts
- Access dates and times for critical systems
- Any unusual access patterns or anomalies

We appreciate your cooperation and timely response to this request. If you need any further information or clarification, feel free to reach out to me directly at [Your Email] or [Your Phone Number].

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Company]