

Audit Data Collection Request for Marketing Materials

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are conducting an audit of our marketing materials and require your assistance in collecting relevant data to ensure compliance and effectiveness. To facilitate this process, we kindly ask you to provide the following information:

- List of all current marketing materials utilized
- Copies of brochures, flyers, and advertisements
- Digital assets, including social media posts and online graphics
- Metrics on performance and effectiveness of these materials
- Any related compliance documentation

Please submit the requested information by [insert deadline] to ensure a timely audit process. If you have any questions or require further clarification, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]