

Audit Data Collection Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Data Collection Pertaining to Operational Procedures

Dear [Recipient's Name],

As part of our ongoing audit process, we are conducting a review of our operational procedures to ensure compliance and efficiency. To assist us in this review, we kindly request the following data:

- Documentation of current operational procedures
- Records of any recent changes to procedures
- Data on key performance indicators for the past [insert time period]
- Any relevant compliance reports

Please provide the requested information by [insert due date] to facilitate our audit process. If you have any questions or require further clarification regarding the data needed, feel free to reach out to me directly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]