

# Introduction Letter for Client Audit Meeting

Date: [Insert Date]

[Client Name]

[Client Company]

[Client Address]

Dear [Client Name],

We hope this message finds you well. We are writing to formally introduce our team that will be conducting the upcoming audit for [Client Company]. We appreciate your cooperation and understanding during this process.

The audit is scheduled for [insert date(s)], and our team members [insert names and titles] will be leading the sessions. We aim to ensure a smooth and transparent audit experience.

Please feel free to reach out if you have any questions or need further information ahead of our meeting. We look forward to collaborating with you and your team.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]