

Compliance Notification

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Sender Name]

Organization: [Insert Organization Name]

Subject: Audit Records Retention Compliance Notification

Dear [Insert Recipient Name],

This letter is to inform you regarding the retention compliance of audit records as mandated by [Insert Relevant Regulation/Policy]. It is essential that all records pertaining to audits are retained according to the specified timelines outlined in our compliance policies.

The following records must be retained for a minimum period of [Insert Retention Period]:

- Audit Reports
- Supporting Documentation
- Correspondence Related to Audits

Please ensure that all relevant staff are aware of these requirements and that appropriate measures are in place for maintaining these records. Non-compliance may result in [Insert Consequences of Non-Compliance].

If you have any questions regarding this notification, please feel free to contact me at [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Insert Sender Name]

[Insert Sender Title]

[Insert Organization Name]

[Insert Contact Information]