

# Audit Records Retention Schedule Update

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Update to Audit Records Retention Schedule

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you about the recent updates made to the Audit Records Retention Schedule. It is crucial for us to adhere to these guidelines to ensure compliance and efficient records management.

Changes have been made to the following categories:

- **Category 1:** [Details of the update]
- **Category 2:** [Details of the update]
- **Category 3:** [Details of the update]

Please review the updated schedule and ensure that all relevant materials are maintained in accordance with these changes. Should you have any questions or require further clarification, feel free to reach out to me.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]