

# Stakeholder Engagement for Audit Notification

Date: [Insert Date]

To: [Stakeholder Name]

[Stakeholder Title]

[Company/Organization Name]

[Address]

Dear [Stakeholder Name],

We hope this message finds you well. As part of our ongoing commitment to transparency and accountability, we would like to inform you that an audit will be conducted on [insert date or time period] by [audit firm or internal audit team] to assess [specific purpose of the audit].

The scope of the audit will include [briefly explain areas to be audited], and we believe your insights and contributions will be invaluable in this process. We understand that your time is precious, and we aim to make this engagement as efficient and constructive as possible.

Please feel free to reach out to us if you have any questions or if you would like to discuss any specific matters prior to the audit. We appreciate your collaboration and look forward to your continued support.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]