

Notification of Upcoming Third-Party Audit

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

We hope this message finds you well. This letter serves as a formal notification that a third-party audit is scheduled to take place on [Insert Audit Date] at [Location]. This audit aims to assess [specific objectives of the audit].

We kindly ask you to prepare the necessary documentation and provide access to the relevant personnel during the audit period. Your cooperation is essential for a smooth and efficient auditing process.

If you have any questions or require further clarification, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]