

Audit Trail Documentation Request

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

As part of our ongoing commitment to compliance and best practices, we kindly request the necessary audit trail documentation to facilitate a comprehensive review of your account.

Specifically, we would appreciate your assistance in providing the following:

- Transaction logs from [Start Date] to [End Date]
- Access logs for account changes during the specified period
- Any relevant correspondence related to account activity

Please send the requested documents by [Due Date] to ensure a timely review process. If you have any questions or require further clarification on our request, do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]