

Date: [Insert Date]

[Insert Recipient Name]

[Insert Recipient Title]

[Insert Company/Organization Name]

[Insert Address]

[Insert City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Audit Trail Documentation for Internal Audit

As part of our ongoing internal audit process, we are conducting a review of our systems and processes to ensure compliance and identify opportunities for improvement. To facilitate this audit, we kindly request your assistance in providing the following documentation related to audit trails:

- Detailed logs of system accesses and changes made to key records.
- Documentation of user access rights and any changes made within the audit period.
- Any incident reports or security logs pertaining to suspicious activities.
- Current policies and procedures regarding data access and logging.

Please provide the requested documentation by [Insert Deadline Date]. If you have any questions or need further clarification on this request, do not hesitate to reach out to me directly at [Insert Your Phone Number] or [Insert Your Email Address].

Thank you for your cooperation and support in this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]