

# Audit Trail Documentation Request

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Department: [Recipient's Department]

Company: [Company Name]

Dear [Recipient's Name],

As part of our ongoing commitment to ensure policy adherence and maintain compliance with our internal procedures, we are conducting an audit trail review. This is to verify that all processes and policies are being followed as required.

We kindly request your assistance in providing the necessary documentation for the audit trail. Specifically, we would need the following:

- [Specify Document 1]
- [Specify Document 2]
- [Specify Document 3]

Please send the requested documentation by [Insert Deadline] to ensure we remain on schedule with our audit process. If you have any questions or require further clarification, feel free to reach out at your earliest convenience.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Department]

[Your Company]

[Your Contact Information]