

Audit Trail Documentation Request for Security Assessment

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To: [Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request the provision of audit trail documentation as part of our ongoing security assessment. This documentation is crucial for our analysis of data integrity and compliance with security protocols.

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

- Access logs for the past [specific timeframe]
- User activity records
- Change logs for critical configurations

Please ensure that the requested information is sent to us by [insert deadline]. If you have any questions or need further clarification regarding this request, feel free to reach out to me directly.

Thank you for your cooperation and support in enhancing our security measures.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Title]