

Proprietary Technology Audit Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are writing to inform you that as part of our regular compliance and audit procedures, we will be conducting an audit of our proprietary technology. This audit aims to ensure the integrity, security, and optimal performance of our technology assets.

The audit will cover the following areas:

- Review of proprietary software and systems
- Assessment of data security protocols
- Evaluation of technology usage and compliance with internal policies

The audit is scheduled to take place from [Start Date] to [End Date]. Your cooperation during this period will be critical for its success.

If you have any questions or require further information, please do not hesitate to contact me directly at [Your Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]