

Letter of Audit Notification

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Subject: Notification of Upcoming Audit for Integrated Management System

Dear [Contractor's Name],

We would like to inform you that an audit of your Integrated Management System (IMS) will be conducted on [Insert Date] at [Location]. This audit is part of our ongoing commitment to ensure compliance with our standards and assess the efficiency of your current practices.

The audit will focus on the following areas:

- Compliance with regulatory requirements
- Effectiveness of the implemented procedures
- Identification of areas for improvement

Please ensure that all relevant documents and personnel are available for this audit. We appreciate your cooperation and look forward to collaborating with you to enhance our quality management efforts.

Should you have any questions or need further information, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]