

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

Subject: Request for Audit Response

As part of our ongoing commitment to compliance and quality assurance, we are conducting a routine audit of our contractors. We kindly request your cooperation in providing the necessary documentation and information to facilitate this process.

Please review the attached list of required documents, and respond by [specific deadline date]. If you have any questions or require further clarification, feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter and your continued partnership.

Warm regards,

[Your Name]

[Your Job Title]

[Your Company Name]