

# Compliance Audit Request

Date: [Insert Date]

[Retail Establishment Name]

[Retail Establishment Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. As part of our commitment to maintaining compliance with applicable regulations and standards, we are conducting a compliance audit of our retail establishments.

We kindly request your cooperation in this process by providing the necessary documentation and access to your premises for our audit team. The audit is scheduled for [Insert Date of Audit] and will focus on the following areas:

- Inventory management
- Health and safety regulations
- Store operating procedures
- Employee training compliance

Please confirm your availability for the audit and any documentation required by [Insert Response Deadline]. Your prompt attention to this matter is highly appreciated.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]