

# Audit Request for Trade Secret Compliance

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to formally request an audit concerning compliance with our trade secrets policy. This audit is part of our ongoing commitment to safeguarding proprietary information and ensuring adherence to best practices in handling trade secrets.

As you may know, maintaining the confidentiality of our trade secrets is crucial to our business operations and competitive advantage. We request your cooperation in providing access to relevant documents, processes, and personnel for the audit scheduled for [Insert Date].

Please confirm your availability for the audit and any specific requirements or assistance you may need from our team. We appreciate your prompt attention to this matter and look forward to working together to ensure compliance.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]