[On Company Letterhead of PARTY 1]

[PARTY 2]

[Address Line 1]

[Date]

**Notification of Compliance Audit**

Dear [ADDRESSEE],

Reference is made to the [NAME OF AGREEMENT], dated [DATE], between [LEGAL NAME OF YOUR PARTY] (“**we**” or “**our**”) and [LEGAL NAME OF OTHER PARTY] (“**you**” or “**your**”) (the “**Agreement**”).

In accordance with Section [NUMBER] of the Agreement, we are initiating a compliance audit to ensure adherence to the terms and obligations outlined in the Agreement. The audit will focus on [*SPECIFIC SCOPE OF THE AUDIT, e.g., financial reporting, data protection measures, or operational standards*].

**Key Details of the Compliance Audit**:

1. **Start Date**: [START DATE].
2. **Scope**: [*DESCRIBE THE AREAS OF REVIEW, e.g., “Verification of reporting accuracy,” “Adherence to regulatory requirements,” or “Review of operational compliance.”*]
3. **Required Documentation**: [*LIST OF DOCUMENTS OR RECORDS TO BE PROVIDED, e.g., financial statements, certification reports, logs, or agreemen*ts].
4. **Audit Team**: The audit will be conducted by [*NAME OF AUDIT TEAM/THIRD-PARTY AUDITOR*].

We kindly request your cooperation in facilitating the audit process by:

1. Providing access to the requested documents and personnel.
2. Coordinating with our audit team to arrange necessary meetings or site visits.

Please confirm your availability and provide any necessary points of contact for the audit by [DATE]. If you have questions or need additional clarification, please contact [NAME], [TITLE], at [EMAIL ADDRESS/PHONE NUMBER].

This notice is issued in accordance with our rights under the Agreement and is without prejudice to any other rights, remedies, or defenses available to us.

We look forward to your cooperation in ensuring a smooth and efficient audit process.

Yours faithfully,

……………………………………………………….

**Name:** [NAME]

**Title:** [TITLE]