[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Request for Access to System Logs for Audit Purposes**

Dear [Recipient’s Name],

We are conducting a routine audit to ensure compliance with our internal policies and regulatory requirements. As part of this process, we kindly request access to specific system logs to review and verify operational and security activities.

**Requested Logs**

We require access to the following system logs for the period [START DATE] to [END DATE]:

* [*Specify type of logs, e.g., user access logs, error logs, transaction logs, etc.*]
* [*Additional details, such as specific systems, applications, or locations, if applicable.*]

**Purpose of Access**

The requested logs will be used strictly for the following purposes:

* [*Verification of compliance with applicable regulations or contractual obligations.*]
* [*Assessment of system integrity and security.*]
* [*Identification of potential risks or anomalies, if any.*]

**Submission Details**

Please provide the requested logs by [DEADLINE DATE] in [*preferred format, e.g., CSV, JSON, or original format*] to [*email address/secure upload link*]. If additional security protocols are needed for transfer, let us know, and we will coordinate accordingly.

**Confidentiality Assurance**

We assure you that all data accessed during this audit will be handled in strict accordance with our confidentiality and data protection policies.

If you have any questions or require clarification, please feel free to contact [Name, Title] at [Email Address/Phone Number]. Thank you for your cooperation and support in maintaining operational excellence.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]