

Formal Audit Announcement to External Parties

Subject: Audit Notification

Dear [Client/Partner Name],

We wish to inform you that an audit of [services/products provided] will be conducted from [start date] to [end date]. This audit is part of our commitment to transparency and quality assurance.

Kindly ensure that all relevant information and documentation is available for review during this period. We appreciate your cooperation.

Sincerely,

[Your Name]

[Designation]

[Company Name]

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