

Provisional Audit Notification Letter

Subject: Provisional Notification of Scheduled Audit

Dear [Recipient],

This letter serves as a provisional notification regarding an upcoming audit scheduled for December 2025. While exact dates and scope are still being finalized, we encourage all teams to start reviewing their compliance and financial documentation.

A formal notification with complete details will follow shortly. This early notice is meant to help teams prepare in advance.

Thank you for your readiness and support.

Best regards,

[Your Name]

[Your Position]

Get more templates here:

<https://www.lettersandtemplates.com/letters/internal-or-external-audit-notification-letter>