Research and Development Department

*Name of Auditor*

Extension \*\*\*\*

Direct line

Email: *Add email contact*

*Name*

*Address of person being audited*

*Date*

Dear

Re: *Audit of \*\*\*\*\*\*\*\*\*\*\*\*\*\**

I wish to confirm that I shall be conducting an audit of *Name of audit being conducted* on *Date(s) audit being conducted.*

The audit will be conducted in conjunction with SOP(s) *list SOPs being measured against.*

*List any documents that you require access to or will be using*

I will review the findings of the audit in person and provide a written report that will be made available to you.

Please do not hesitate to contact me if you have any questions or would like to reschedule this visit.

Yours sincerely,