**1. INTIMATION LETTER**

**From,**

[From Name],

[From Designation],

[From Location],

**To,**

[To Name],

[To Designation],

[To Location],

**Subject : Intimation Regarding Audit Testing**

Dear [Recipient],

This letter is to inform you about the audit process scheduled for [Audit Start Date]. Please ensure all required documents are ready and available. If any additional documentation is required, please do not hesitate to inform me. Should there be any issues, I will contact you further for clarification.

If this letter is in regard to an audit rejection, please note that I will proceed with the necessary actions and contact you if needed.

Signature      :    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date               :   26-03-2025