[DATE]

[NAME AND ADDRESS]

**Request for Contract Compliance Audit under [NAME OF AGREEMENT]**

**Dear [ADDRESSEE],**

Reference is made to the [NAME OF AGREEMENT], dated [DATE], between [LEGAL NAME OF YOUR PARTY] (“**we**” or “**our**”) and [LEGAL NAME OF OTHER PARTY] (“**you**” or “**your**”) (the “**Agreement**”). In accordance with Section [NUMBER] of the Agreement, we are requesting a contract compliance audit to ensure adherence to the terms and conditions set forth in the Agreement.

Specifically, the audit will focus on:

1. [*AREA OF REVIEW, e.g., compliance with payment terms, service level requirements, or reporting obligations]*.
2. [*AREA OF REVIEW*].
3. [*AREA OF REVIEW*].

We propose initiating the audit on [DATE], or at a mutually agreed-upon time, and request access to the necessary records, systems, and personnel to facilitate this process. The audit is intended to confirm compliance and address any potential issues proactively.

Please confirm your availability and provide the relevant contact details for coordination purposes by [DATE].

Please direct any questions or responses to [NAME], [TITLE], at [EMAIL ADDRESS/PHONE NUMBER].

We appreciate your cooperation and look forward to completing this process collaboratively.

**Yours truly,**

[LEGAL NAME OF YOUR PARTY]

By: …………………………..

Name: [NAME]

Title: [TITLE]