

Date: _____
Reference: _____

To: _____
Company Name: _____
Address: _____

Contact: _____

ISO Third-Party Audit Confirmation Letter

Dear Sir/Madam,

This letter is to formally confirm that a third-party audit will be conducted at your premises as part of our ongoing compliance with ISO standards.

Audit Details

Standard: _____
Audit Scope: _____
Scheduled Date: _____
Audit Team: _____
Duration: _____
Location: _____

Please ensure that relevant personnel and documentation are available during the audit period.

Should you have any questions regarding the audit or require further clarification, please do not hesitate to contact us.

We appreciate your cooperation and look forward to your support during the audit process.

Sincerely,

Name
Title
Organization
Contact Information

Important Notes:

- This letter serves as official notification of the upcoming third-party audit.
- Ensure all requested documents and responsible staff are prepared before the audit date.
- Non-compliance or obstruction during the audit may affect certification status.
- This template should be adapted to meet specific ISO standards or organizational requirements.
- Maintain a copy of this document for your records and compliance verification.