

[Date]

To: [Recipient Name/Department]

From: [Your Name/Lead Auditor]

Subject: Audit Team Contact Information for [Audit Project Name]

Dear [Recipient Name],

In preparation for the upcoming audit scheduled from [Start Date] to [End Date], please find the contact information for the assigned audit team members below:

Lead Auditor: [Name]

Email: [Email Address]

Phone: [Phone Number]

Staff Auditor: [Name]

Email: [Email Address]

Phone: [Phone Number]

Technical Specialist: [Name]

Email: [Email Address]

Phone: [Phone Number]

Please direct all primary correspondence and document requests to the Lead Auditor. For urgent matters during field work, we can be reached at the phone numbers listed above.

We look forward to working with your team.

Best regards,

[Your Signature]

[Your Job Title]

[Organization Name]