Dear <Insert Name>,

I am contacting you from NHS Greater Glasgow and Clyde Research and Innovation in relation to <Insert Audit Topic (Study, System, Procedure etc)>.

You should have received prior communication in relation to a planned audit which has been scheduled for this year, it is my intention as the lead auditor to conduct this audit on <insert planned audit date> and should take <insert time period>. The audit team will be composed of <List auditors> and will cover <detail scope of audit>.

I am contacting you at this time in order to ascertain your availability for the proposed date, please can you confirm if this date is suitable, and if not, could you please propose an alternative.

As advanced notification of the requirements for this audit, it would be greatly appreciate if the following can be provided for the date of the audit:

* <List requirements for audit>
* Eg Space to conduct audit
* Access to clinical portal
* Site file

Your assistance in preparing for this audit is greatly appreciated.

<Insert your standard E-Mail sign off>