EMS AUDITING ANALISTS

Friday Road

Al Khor, Qatar

**[Today’s Date]**

**[FirstName] [Surname]**

**[Company]**

**[Address]**

**[City], [County], [Postal]**

Dear **[FirstName]**:

This letter serves to confirm that we have received your request for Auditing and Analysis and that a consultant will be getting back to you with a full quotation before the end of the week.

Sincerely,

**[Your Name]**

**[Title – if applicable]**