**Note:** copy this letter onto the Kyeema letterhead - current version on the QMS

 {*insert date*}

Dear {*insert name*}

I am writing to invite you to the audit opening and closing meetings. The audit will be conducted by a team of independent auditors from {*insert name of auditor body*}. The team will be interviewing participants and workers, reviewing files and inspecting sites. The auditors will prepare a report that will be shared with Kyeema and the NDIS.

Your participation in the audit is voluntary. However, we would be grateful for your willingness to contribute. With your experience, you have a valuable perspective on the needs of the participants.

The times for the meetings are as follows:

Opening meeting: {*insert date & time*}

Closing meeting: {*insert date & time*}

The opening and closing meetings will be held in the {*insert room*} at {*insert site location*}

If you are interested in participating, please RSVP by {*insert date*}

Yours sincerely,

{*insert name & title*}