

General Audit Inquiry Letter

Subject: Request for Audit Information

Dear [Recipient Name],

As part of our routine audit process, we request the provision of all relevant documentation regarding [specific area, e.g., financial transactions, compliance records]. Kindly provide the requested information by [due date] to facilitate our review.

Your cooperation and timely response are appreciated.

Sincerely,

[Your Name]

[Position]

[Company / Audit Firm Name]

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