

Financial Records Audit Inquiry

Subject: Audit Inquiry “ Financial Records

Dear [Accounting Department / Manager],

We are conducting an audit of the fiscal year ending [Date]. Please provide complete financial statements, ledgers, and supporting documents for accounts [specify accounts]. Detailed schedules and reconciliations should accompany your submission.

Thank you for your prompt attention.

Best regards,

[Your Name]

[Position]

[Audit Firm / Company Name]

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