

Preliminary Audit Inquiry Letter

Subject: Preliminary Audit Request

Dear [Recipient Name],

In preparation for our upcoming audit, we request preliminary information on [area of focus]. This includes recent reports, transaction summaries, and relevant communications. Early provision of these materials will assist in streamlining the audit process.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Position]

[Company / Audit Firm Name]

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