

External Audit Inquiry Letter

Subject: External Audit Request for Information

Dear [Client / Company Representative],

As the appointed external auditors for [Company Name], we request access to documents and records necessary for completing the external audit for the year ending [Date]. This includes financial statements, bank reconciliations, and legal compliance documents.

Please provide the requested information by [Deadline] to facilitate an efficient audit.

Sincerely,

[Your Name]

[Audit Firm Name]

[Contact Information]

Get more templates here: <https://www.lettersandtemplates.com/letters/audit-inquiry-letter>