

Professional formal request for audit

Subject: Request for Audit of Financial Statements

Dear [Auditor's Name],

I am writing to formally request a comprehensive audit of our financial statements for the fiscal year [Year]. As part of our commitment to transparency and compliance with regulatory requirements, it is essential that an independent audit be conducted.

Please provide us with your available schedule and the necessary documentation or information you require to initiate the audit process. We look forward to working with your team and ensuring a thorough and accurate review.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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