

Preliminary request to plan an audit

Subject: Provisional Request for Audit Planning

Dear [Auditor's Name],

We would like to provisionally request an audit of our accounts for the upcoming quarter. This request is subject to confirmation of your availability and the finalization of audit timelines.

Please advise on preliminary requirements and any documents we should prepare in advance. We look forward to your guidance in scheduling and conducting the audit efficiently.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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