Official External Audit Notification Letter

Subject: Official Notification of External Financial Audit

Dear [Employee/Department],

We wish to inform you that an official external financial audit will be conducted by [Audit Firm Name] from November 5, 2025, to November 10, 2025. The scope will include all financial statements, statutory compliance, and tax-related documents.

It is mandatory that all records are accurate, complete, and accessible to the auditors. Non-compliance or delay in providing required documents may result in penalties or extended audit duration.

Please ensure strict cooperation and adherence to audit requirements.

Sincerely,

[Authorized Signatory]

[Company Name]

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