

Notification for Beneficiary Account Audit

Date: [Insert Date]

To,
[Beneficiary Name]
[Beneficiary Address]

Subject: Notification for Beneficiary Account Audit

Dear [Beneficiary Name],

We are writing to inform you that an audit of your beneficiary account with us is scheduled to take place from [Start Date] to [End Date]. This audit is part of our regular review process to ensure compliance and accuracy in account management.

During the audit, we may require you to provide additional information or documentation pertaining to your account activities. Your cooperation in this matter is greatly appreciated.

If you have any questions or concerns regarding this process, please feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Company Name]
[Company Contact Information]