

Annual Financial Audit Announcement

Date: [Insert Date]

Dear [Association Members/Stakeholders],

We are writing to inform you that [Association Name] will be undergoing its Annual Financial Audit for the fiscal year ending [Insert Date]. This audit is an essential part of our commitment to transparency and accountability.

The audit will be conducted by [Audit Firm Name] starting from [Start Date] and is expected to conclude by [End Date]. During this period, financial records and documentation will be made available for review. We encourage all members to reach out with any questions or concerns you might have.

We appreciate your continued support and cooperation in this important process. Once the audit is complete, the findings will be shared with all members during our next meeting on [Meeting Date].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Association Name]

[Contact Information]