

Audit Compliance Notification

Date: [Insert Date]

Dear [Member's Name],

We hope this message finds you well. As part of our commitment to transparency and good governance, we are notifying you that an audit of our association's financial records will be conducted from [Start Date] to [End Date].

The purpose of this audit is to ensure compliance with our financial policies and regulations, and to guarantee that all member contributions are being utilized effectively.

We request your cooperation during this process, which may involve providing additional documentation or answering questions related to your membership status or contributions. Please feel free to reach out to us at [Contact Information] if you have any questions or concerns.

Thank you for your attention to this important matter. We appreciate your support and commitment to our association.

Sincerely,

[Your Name]

[Your Position]

[Association Name]

[Association Contact Information]