

# Financial Statement Review Notification

Date: [Insert Date]

To: [Association Name]

Attention: [Recipient Name]

Dear [Recipient Name],

We are writing to inform you that our financial statement review for the year ending [Insert Year] is scheduled to commence on [Insert Start Date] and will conclude on [Insert End Date]. During this period, we will be reviewing the financial records and statements of [Association Name] to ensure accuracy and compliance with applicable regulations.

We kindly ask for your cooperation in providing the necessary documentation and access to relevant staff during this review period. Should you have any questions or require further information, please do not hesitate to reach out to us.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]