

Audit Request Letter

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are currently in the process of conducting an audit of our telecommunications expenses for the period of [Insert Audit Period]. To ensure accuracy and compliance, we kindly request your assistance in providing the following documents:

- Copies of all telecommunications invoices for the specified period
- Supporting documents related to disputed invoices, if any
- Explanation of any significant variations in billing

Please provide these documents by [Insert Due Date] to facilitate a smooth audit process. If you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your cooperation and support.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]