

Annual Financial Audit Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

Dear [Recipient's Name],

We are writing to formally initiate the annual financial audit for [Non-Profit Organization's Name] for the fiscal year ending [Fiscal Year End Date]. As part of our commitment to transparency and accountability, we believe it is imperative to undergo a thorough review of our financial statements and practices.

The audit will be conducted by [Auditor's Name/Company], who will assess our financial records and ensure compliance with applicable regulations and accounting standards. We expect the audit process to begin on [Start Date] and conclude by [End Date].

We kindly ask for your cooperation during this period as the auditors may need access to various documents and financial statements. Our team will be available to assist with any inquiries or information that may be needed.

We appreciate your continued support and commitment to our mission. Should you have any questions or require further information, please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Non-Profit Organization's Name]

[Contact Information]