

# Request for Financial Audit

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Charity Organization's Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. As part of our commitment to transparency and accountability, we are conducting a financial audit of our organization, [Your Organization's Name]. We kindly request your assistance in this process.

We are seeking the expertise of your team to conduct a thorough review of our financial statements, transactions, and overall financial practices for the fiscal year ending [Insert Year]. We believe that your experience will greatly help us improve our financial reporting and governance.

Please let us know your availability for a meeting to discuss this further. We value your partnership and appreciate your support in ensuring our financial integrity.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]