

Compliance Audit Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

Dear [Recipient Name],

We are writing to inform you that a compliance audit will be conducted on [insert date or date range]. This audit pertains to the operations and financial management of [Organization Name], in accordance with the regulations set forth by [relevant governing body].

The purpose of the audit is to ensure that all activities comply with the legal and regulatory requirements applicable to non-profit organizations and to assess the effectiveness of the internal controls in place.

Please prepare the necessary documentation, including financial records, reports from the past year, and any other relevant material, for review. We would also like to schedule a meeting to discuss this process further and address any questions you may have.

Thank you for your attention to this important matter. We look forward to your cooperation in ensuring the compliance and transparency of [Organization Name].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]